

GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 3 OCTOBER 2022

Barns Green Primary School

Our Values are:

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

Our Vision is:

Promoting independent thought and learning^[SEP]

Providing a broad-based education^[SEP]

Respecting individuality and difference^[SEP]

Emphasising the importance of team work^[SEP]

Nurturing physical health, emotional security, and spiritual richness

Our pupils will learn to become self-confident, enthusiastic, resilient and tolerant.

Governors:

Peter Bird	Apologies
Alex Nicholson	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Apologies
Tom Plowman	Present

Also present:

Simon Gale – Prospective Governor
Gemma Lovegrove (Clerk)†

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1	<p>To receive and record apologies and declarations of interest 17:02-17:03</p> <p>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 and approved from PB and RN.</p>	
2	<p>Election of Chair of Governors 17:03-17:04</p> <p>Clerk in the chair. AN was the only nomination for chair and left the room. DM proposed. SW seconded. Unanimously voted in.</p> <p>AN returned, took the chair, and thanked all present. In turn, AN was thanked for his dedication and commitment to improving the school.</p>	
3	<p>Election of Vice Chair of Governors 17:05:17:22</p> <p>DM and RM were both nominated for vice chair and left the room. There were discussions around the practicality of a dual role, but it was decided that RM should be voted in. SW proposed. VB seconded.</p>	
4	<p>Discuss and agree governor roles and responsibilities 17:22-17:36</p> <p>RN had sent a message asking that FGB consider him stepping back from full governor duties in the short term due to pressure of work. It was agreed to accept this proposal and AN/GL will sort out the technicalities.</p> <p>Roles and responsibilities were discussed, and the Circle of Governance document will be updated accordingly.</p> <p>Q – have the staff undertaken the NSPCC cyber security training? Is the school registered with the police cyber alarm? Is a cyber response plan part of the emergency plan? TN to investigate whether the staff have undertaken the NSPCC cyber security training. Is the school registered with the police cyber alarm? Is a cyber response plan part of the emergency plan?</p>	AN/GL
5	<p>Confirm Pay Panel membership 17:36-17:39</p> <p>Membership of the Pay Panel Committee should not overlap with the HTPM panel, as it makes recommendations to the Pay Committee. DM, PB, SW currently on the HTPM panel, so TP and VB will be on the Pay Panel Committee. SG to be added.</p> <p>The headteacher makes recommendations for other staff and the Pay Panel ensures due performance management processes have been carried out in line with the relevant policies. The HTPM Panel makes the recommendation for the Headteacher.</p>	TN
6	<p>Confirm Head Teacher Performance Management (HTPM) Panel 17:40-17:40</p> <p>DM, SW, PB happy to remain on the panel.</p>	
7	<p>Review and approve Instrument of Governance, Code of Conduct and Terms of Reference 17:40-17:43</p> <p>DM identified some differences in terminology between the Terms of Reference, the Circle of Governance Roles and Responsibilities and the Scheme of Financial Delegation. It was agreed that they should match;</p>	TN

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	<p>DM's proposals had already been added to the documentation presented to the FGB. TN will publish on the website.</p> <p>Code of conduct signed. AN approved. TP seconded.</p>	
8	<p>Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms 17:43-17:44</p> <p>Received from all present at meeting. GL to follow up to obtain register of business or pecuniary interest declaration and disqualification declaration forms from PB and RN.</p>	GL/PB/RN
9	<p>To approve the Scheme of Financial Delegation 17:44-17:45</p> <p>Approved.</p>	
10	<p>To approve the minutes of the last meeting and matters arising/actions 17:45-18:39</p> <p>Minutes approved.</p> <p>Actions discussed:</p> <p>The budget for updating and maintaining the school website should go onto the SDP going forward.</p> <p>After school provision – clear that parents want care until 5:30pm. Staffing is the problem but will offer once things have settled down. Attractive to prospective parents. Small amount in school sports premium plan for the development of after school active clubs. Development of this was also noted by Ofsted.</p> <p>Q - should information from exit interviews be shared and are relevant points actioned? AN confirmed that responses from exit interviews are considered and, where possible, action is taken or is being taken. As the exit interviews are off the record, some information can't be shared.</p> <p>A school council has been formed. No Governor is required to attend, but TN will share minutes and will invite Governors when it is called for.</p>	
11	<p>To review governor correspondence including social media 18:20-18:23</p> <p>AN/TN have received favourable feedback following the OFSTED meeting.</p>	
12	<p>Key priorities for new academic year and School Development Plan 18:23-18:42</p> <p>There are three main priorities:</p> <ul style="list-style-type: none"> • <u>Response to OFSTED</u> <ul style="list-style-type: none"> - Develop a curriculum, rooted in knowledge and skills, that builds sequentially on prior learning. There is a further meeting with parents planned. - The role of subject leadership is going to be developed. - Communication with the wider community. - A wider range of clubs. - School attendance is going to be closely monitored and its importance promoted. • <u>Improve pupil outcomes in EY and KS1.</u> The less experienced teachers in that area need to be supported. There needs to be 	

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	<p>effective communication with parents and carers and they should be involved in supporting their children’s learning.</p> <ul style="list-style-type: none"> • Commitment to develop Forest Schools approach. This philosophy will be embedded into the curriculum moving forward and the impact on physical wellbeing and emotional security will be monitored. <p>There will also be a wider range of clubs and school attendance is going to be monitored.</p> <p>There is additional support from WSCC. The Governors agreed to monitor the SDP in a highly supportive way.</p> <p>Q – does this have a time period? TN feels this SDP is least 18 months’ worth of work. It was suggested to review and rewrite in Jan/Feb 2024 which could also feed into the budget for the following year. TN to share full SDP before October half term.</p>	TN
13	<p>Governor monitoring 18:42-18:47</p> <ol style="list-style-type: none"> a. Safeguarding update (updates for 2022/2023) 19:12-19:20 KCISE now states that all Governors need to do Safeguarding training. GL to send links to NGA and Prevent training. DM to check whether Prevent needs to be completed annually. Q - what is the intention for historical safeguarding records once fully online? All records transfer to new school whether paper or online. b. Pupil Premium monitoring No questions raised. c. School Sports Premium – review of 2021/2022 and plan for 2022/2023 Q – when will children go swimming? School have sent out a letter to parents to assess this. Would like to look at offer for catch up swimming lessons by The Weald. 	GL DM
14	<p>To approve the following policies/documents (link to folder here) 18:47-18:54</p> <ul style="list-style-type: none"> • Child Protection and Safeguarding policy • Governor Expenses policy • SEND policy • SEND Local Offer • SEND Information Report <p>Unanimously approved.</p> <p>SEND Local Offer policy needed to be updated slightly. TN to update SEND Local Offer to remove reference to Good Ofsted rating.</p> <p>Q – What support is in place for the SENDCO Miss Harris is doing the SENDCO qualification and has locality support as well as support from SW. There is also a meeting planned with the WSCC Inclusion Advisor.</p>	TN
15	<p>Any other urgent business 18:54- 19:16</p> <ul style="list-style-type: none"> • IPC meeting AN and PB attended parish council meeting and informed them of the result of the OFSTED inspection. Council members stressed their ongoing support of the school. • MAT by 2030 	

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	<p>TN and AN attended session run by senior figures at WSCC. Every school is to be a part of a multi academy trust or have firm plans for it by 2030. AN proposed the formation of a working party to explore options in relation to the school's approach to MATs. AN, TN SG and DM agreed to be included. AN to take forward.</p> <ul style="list-style-type: none">• Website VB has shared a brief. The website needs to be sustainable and manageable. VB has canvassed some schools and all happy with their suppliers. Next step is to meet with some. Meeting arranged with VB/TN and PB to move forward. Q – What budget do we have? Very little. PTA funding suggested. VB to approach the PTA with request of funding in relation to the school website costs.• Co-opted Governor vacancy AN proposed that SG is co-opted. All agreed. Thank you and welcome aboard!	AN VB
16	Date for next meeting 19:16-19:16 21 November 2022 at 5pm	

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Tables of Actions

Open actions:

Item	Action	By
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.	DM/AN/ PB/RM
220704 1	VB & TP to review and update to Governor handbook Update 03/10/22 TP has digested putting together something that will be relevant for new and existing Governors.	TP
220704 2	SS to check if the school is receiving H&S quarterly newsletters Update 03/10/22 TN to check	TN
220704 9	Letters to be issued to parents of children with weak attendance as per the Attendance Punctuality Policy. This to be communicated clearly to families at the start of term. Update 03/10/22 To be carried forward.	TN
220704 10	Behaviour Policy to be drafted and discussed with staff prior to presentation to Governors with agenda papers for the FGB on 3.10.22. Update 03/10/22 Action passed to TN	TN
220704 12	GL to send out forms in September to seek parent governor interest Update 03/10/22 to be carried out after FGB 1	GL
221004 1	TN to investigate whether the staff have undertaken the NSPCC cyber security training. Is the school registered with the police cyber alarm? Is a cyber response plan part of the emergency plan? TN to investigate.	TN
221003 2.1	RN had sent a message asking that the FGB consider him stepping back from full governor duties in the short term, due to pressure of work. It was agreed to accept this proposal and AN/GL will sort out the technicalities	AN/GL
221004 2.2	It was agreed that the Terms of Reference, the Circle of Governance Roles and Responsibilities and the Scheme of Financial Delegation should match; DM will update and TN will publish on the website.	TN
221004 3	GL to follow up to obtain register of business or pecuniary interest declaration and disqualification declaration forms from PB and RN.	GL/PB/ RN
221004 4	TN to share full SDP before October half term.	TN
221004 5	TN to update SEND Local Offer to remove reference to Good Ofsted rating.	TN
221004 6	GL to send links to NGA and Prevent training.	GL
221004 7	DM to check whether Prevent needs to be completed annually.	DM
221004 8	AN proposed the formation of a working party to explore options in relation to the school's approach to MATs. AN, TN SG and DM agreed to be included. AN to take forward.	AN
221004 9	VB to approach the PTA with request of funding in relation to the school website costs.	VB

Actions closed this meeting:

211122 6	Undertake Link Governor training. Update 04/07/22 VB did course in Sept.	VB
211122 8	Share annual appraisal report Update 04/07/22 20/21 report was due in November. Report promised by end of December but not received. 50% of staff had appraisal completed. Currently things have been picked up in spring term and are back on track. TN did a mid year review. Staff have signed that and it is in their file. Going forward, paper record or email trail needs to be agreed and signed by staff member. Update 03/10/22 Wasn't done by SS. Will start new as new year. Close action.	SS
220321 2	The budget for updating and maintaining the school website should go onto SDP going forward. Update 04/07/22 Included in the budget for 2022-23. Would like to move away from Wordpress. VB happy to help with a plan. Many schools have companies that look after website for them. The website to remain on the SDP. VB/PB to assist with plan.	TN
220321 6	Governors asked school to consider the timing of the SDP going forward so that it links to budgeting more easily. Update 04/07/22 To be considered for introduction in 2023 for the 2023-24 budget. Will review SDP earlier in the year (Jan/Feb?) to link next years plan to the budget. Could do an 18 mo plan. 03/10/22 - suggestion to make current plan 18 months. TN accepted. Action closed.	SS

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230522 2	There is a draft updated KCSIE (keeping children safe in education) . All Governors to read Part A in time for the September FGB meeting. GL to circulate.	All
230522 4	All Governors to read and sign the code of conduct for Governors by the next meeting. GL to circulate and bring a hard copy and signing sheet to next meeting.	All
040722 2	VB & PD to kick off review of the website	VB
040722 4	TN to explore opportunities for wraparound care, and the possibility of using the school sports premium to increase the range of after school clubs on offer.	TN
040722 5	AN to arrange exit interview for staff leaving with the Governors	AN
040722 6	SS to draft a letter communicating Ofsted outcome by end of Wednesday and will share it. Governors will comment before the end of the week	All
040722 7	SS to send an invitation to governors to attend the School Council in Autumn Term.	SS
040722 8	The Privacy Notice should be on the website now, so TN will put it on asap.	TN
040722 11	Could there be a change from monitoring individual subjects to looking at the curriculum development in each term? AN to update calendar to link with the SDP	AN

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

Signed

Date