

GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

MINUTES FOR MEETING OF THE FULL GOVERNING BODY HELD AT 6PM ON 4 JULY 2022

Barn's Green Primary School

Our Values are:

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

Our Vision is:

Promoting independent thought and learning

Providing a broad-based education

Respecting individuality and difference

Emphasising the importance of team work

Nurturing physical health, emotional security, and spiritual richness

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

Governors:

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

Also present:

Gemma Lovegrove	(Clerk)
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1	<p>To receive and record apologies and declarations of interest (18:02–18:04)</p> <p>Apologies from RN who has staffing issues at work.</p> <p>AN's wife is the chair of the PTA and a teacher at the school. RM's wife is volunteering within the school.</p>	
2	<p>To review governor correspondence including social media (18:04-18:04)</p> <p>Nothing seen.</p>	
3	<p>To approve the minutes of the last meeting and matters arising/actions (18:04-18:28)</p> <p>Approved.</p>	
4	<p>To receive update on training undertaken by governors (18:28-18:39)</p> <ul style="list-style-type: none"> RM – GB H&S training completed – 17.6.22 <p>Q - Is there a possibility that staff would be working at height where caretaker is not working? Should not work at height if lone working. Caretaker has provided training, so staff are aware of the risks.</p> <p>Q – Is the school receiving H&S newsletters that come quarterly? SS to check.</p> <ul style="list-style-type: none"> DM - Governing Body Responsibilities in Relation to the Quality of Education and the Curriculum – 24.6.22 TP - 'Getting Started- What you need to know as a new governor – 12.6.22 (booked to attend the second part of that course on 14 July) <p>An Induction pack would be very helpful. Action is already in place to develop this – DM/VB/TP</p>	SS
5	<p>To receive update on governors' visits to school since last meeting (18:39-18:42)</p> <p>a. SEND Governor report Thank you for report to SW. Q – How does the handover from one SENDCO to new take place? There has been a handover already, but more meetings will be organised before existing SENDCO leaves. New staff member has been invited to training.</p> <p>b. Governor monitoring feedback – Science Thank you to DM.</p>	
6	<p>Headteachers report and SDP update (18:42-19:58)</p> <p>a. Headteachers report Thank you to SS.</p> <p>Q – Where do you see the greatest challenges in the class structure next year and how will they be addressed by the school? The biggest challenge is around the children moving into year 2 and the year 1 split. Some children coming into reception are going to require some focus. Possibly four children requiring EHCPs, and one with cerebral palsy joining in reception. One full time TA in Dormouse currently. One extra has been employed. There will be two TA's in Hedgehog. Training needs will be identified and arranged.</p>	

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	<p>Several families weren't able to get into Billingshurst School this year, so some families did not have BG as their first choice. It has been identified as a low intake year.</p> <p>Q – The 2019 OFSTED handbook clearly talks about what the expectations are. How much awareness and training did the school have on that?</p> <p>SS would need to go back and have a look. SS feels skills were put in place and felt that the school was following the curriculum. There was a big hole identified.</p> <p>Q - How will you monitor whatever you put in place to make sure it happens?</p> <p>The first step is to understand the situation and to make an agreement about how we are going to move forward. The curriculum structure was wrong. Planning wasn't covering what was required and the plans that were made hadn't always been taught. The school have focused on the progression of skills but the National Curriculum has been forgotten. The school should have gone deeper, but there has been a genuine confusion. The school has worked in isolation for far too long. Plans for English and Maths are made and they came out as a strength, so there is something to build on. It seems as if there are specific and measurable things that need to be monitored. A tangible plan needs to go into the SDP.</p> <p>It was noted that the club programme needs improvement. It is unusual to have to pay for clubs in a primary school. Staff workload is an issue. TN to explore opportunities for wraparound care, and the possibility of using the school sports premium.</p> <p>AN to arrange exit interview for staff leaving with the Governors.</p> <p>b. SDP update from INSET day</p> <p>This was an opportunity to think carefully about the outcomes of the Ofsted report and time was also spent looking at the strengths of the school. Teaching was seen as a strength.</p> <p>The current curriculum is not based around the essential knowledge that a child needs to know and there are too many gaps. Different children are on different journeys which isn't acceptable. The problems have been recognised and there is a need to start afresh by moving towards a 3-year plan and mapping learning out in a logical way. It is very hard to avoid gaps with the 5 classes of mixed ages. Whilst starting to organise Autumn term learning, a package called Cornerstones was identified. It offers a good thematic approach to covering the curriculum, is based around preparing children for the 21st century and making knowledge stick. Although it wouldn't address everything, there is the potential to provide a framework if used correctly. It costs £2000 a year and it can be started tomorrow. DM proposed. AN seconded. All agreed.</p> <p>Q – Is there a plan around a communication to parents?</p> <p>It was agreed that it is important how the outcome of the report is communicated to the community. The many important positives need to be the focus. SS to draft a letter by end of Wednesday and will share it. Governors will comment before the end of the week.</p> <p>Q – When will the school be re-inspected?</p> <p>It will be inspected within 30 months.</p>	<p>TN</p> <p>AN</p> <p>All</p>
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	The new staff were lovely and thank you to TN for leading the INSET day.	
7	School council minutes (19:58—19:58) When the school council restarts, it could be nice for a governor to attend	
8	Safeguarding update (19:58-20:01) Safeguarding remains effective and was recognised by Ofsted. NSPCC self-evaluation went well and the few gaps can be addressed. Thanks to SS for sending out the information to parents and to staff. Thank you to PB/DM for the detailed report.	
9	Governor Succession planning (20:01-20:05) A reminder that AN will put himself up for chair next year, but not after that. Therefore, next year may be a good opportunity for anyone that might want to consider being chair to become vice or co-vice chair. It was noted that the ideal candidate would be a parent governor.	
10	Review tracking data and predicted outcomes for 2022 (20:05-20:14) Thank you to TN. Q – What is a good figure? A good percentage is national figures or above. The small cohort of 20, means every child is worth 5%. Current Year 2 is a cohort of 15 with 20% SEN. The school was recently moderated for writing and the judgements made were validated. One child was moved from expected standard into greater depth. The result was that 89% of KS2 are writing at expected standard and 26% at greater depth which is really something to celebrate. There is an intention to look closely at writing in EY and KS1.	
11	Update skills audit (20:14-20:16) This was a good exercise to do, but no huge gaps identified.	
12	The following policies are due for review and/or ratification by Governors. To agree next steps: (20:16-20:25) Thank you to DM and TN for updating and working on these: <ul style="list-style-type: none"> a) Admissions policy – approved b) Complaints policy – approved c) Serial or unreasonable complaints policy – approved d) Data protection policy Q – Privacy notice is not on the website. When is it going on? It should be on there now so TN will it is put on asap. e) Attendance-punctuality policy Q – Policy states that will send letters if attendance drops below 94%. Does that happen? No, but it is going to start happening. There may be a need to go back and check the policy is specific to BG. f) Positive Handling policy – approved The behaviour policy is still outstanding and will be rolled over to September.	TN

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13	<p>Any other urgent business (20:25-20:35)</p> <p>a) Calendar for Governor monitoring Q – Could there be a change from monitoring individual subjects to looking at the curriculum development in each term? Yes, agreed. AN to update calendar to link to SDP.</p> <p>b) Prospective new Governor An ex-governor has approached the school. All agreed to invite them to the next meeting. GL to send invitation.</p> <p>There are currently no parent governors. GL to send out forms in September.</p> <p>c) Chairs action – has had a conversation with TN about how long she will remain as acting head.</p> <p>d) End of term events 20 July at 3:30pm – suggestion that village shop provides a cream tea. VB to produce invitation. Thank you and farewell to staff leaving.</p> <p>Governors are invited to Year 6 performance.</p>	AN
14	<p>Date for next meeting: (20:35-20:36)</p> <p>3 October 2022 at 5pm.</p>	

Tables of Actions

Open actions:

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	AN/PB/RM
211122 6	Undertake Link Governor training UPDATE 04/07/22: VB booked for 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 meetings completed. Currently things have been picked up in spring term and are back on track as TN did a mid-year review. Staff have signed that review and it is in their file. Going forward, paper record or email trail needs to be agreed and signed by staff member and retained on their personnel file.	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 year's plan to the budget. Could do an 18-month plan.	SS
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
040722 1	VB & TP to review and update to Governor handbook	VB/TP
040722 2	VB & PB to kick off review of the website	VB/PB
040722 3	SS to check if the school is receiving H&S quarterly newsletters	SS
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 interviews with Governors for leaving staff.	AN

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040722 6	SS to draft a letter communicating Ofsted outcome by end of Wednesday and 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 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.	SS
040722 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.	SS
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
040722 12	GL to send out forms in September to seek parent governor interest	GL

Closed at this meeting:

230522 1	RN/TN to update the ECT report (dated March 2022).
230522 3	AN to allow interview panel to appoint an additional teacher.
230522 5	SEND local offer– prepared by school. SW looks at in depth. Approval to be moved to FGB 1. DM to adjust policy review cycle.
230522 6	SEND information report– approval to be moved to FGB 1. DM to adjust policy review cycle.
230522 7	AN to set meeting dates for next year. GL To add dates into minutes.

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

Signed

Date