

# GOVERNORS OF BARN'S GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 04 DECEMBER 2024

### Barn's Green Primary School

Our Values are:

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

Our Vision is:

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

Also present:

Gemma Lovegrove (Clerk)

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

1	<p><b>To receive and record apologies and declarations of interest (17:02-17:02)</b> AN's wife is an HLTA at the school. RM's wife is a TA at the school.</p> <p>Apologies received and accepted from SG, TB and AR.</p> <p>RM reappointed as a Governor and Vice Chair. TP proposed. DM seconded.</p>	
2	<p><b>To review governor correspondence, including social media feedback (17:02-17:03)</b> All positive including a post on 'Horsham Parents' Facebook group requesting feedback on the school.</p>	
3	<p><b>To approve the minutes of the last meeting and matters arising (17:03-17:18)</b> Minutes approved.</p>	
4	<p><b>To receive update on training undertaken by governors (17:18-17:19)</b> DM attended Governor Briefing Meeting.</p>	
5	<p><b>To receive update on governors' visits since last meeting (17:20-17:34)</b></p> <ul style="list-style-type: none"> <li>a. SENDCO – c/f from FGB1 <b>Q – How is TN managing the extra workload?</b> TN is also managing teaching responsibilities, and concerns about the sustainability of current workloads and the impact on strategic planning were raised. The need for budget to hire more staff, was emphasized, although TN has not yet decided how additional budget should be used to help, if available. TN is working with other staff to support with SEND paperwork where possible.</li> <li>b. Termly website check – c/f to FGB 3- to be completed quickly following the launch of the new website.</li> <li>c. Finance meeting – receive proposed TOR for Finance Governors -. c/f to FGB3.</li> <li>d. Pupil premium grant monitoring. Thanks to EG were noted.</li> <li>e. Cyber security - from speaking to pupils as part of the safeguarding monitoring visit, RB and DM felt that it's clear that the school are doing a great job on educating children about online safety, but it is not clear or evident that parents know how to protect their children online. <b>Q - What is the school's duty with respect to parental knowledge?</b> The school will talk directly with parents if children make a disclosure. There have been no reported incidents of cyber-bullying for more than a year. The early help support worker has offered cyber-security sessions for parents and the next coffee morning will carry that theme. The importance of preparing for the county safeguarding audit in February 2025 was highlighted.</li> </ul> <p>TN noted the planned parental survey was superseded by Ofsted survey taken during the recent inspection. The T&amp;L monitoring visit was also postponed due to Ofsted and will be picked up in Spring term. H&amp;S monitoring visit is planned for January.</p>	
6	<p><b>To receive Safeguarding update (17:34-17:41)</b> Attendance has improved. Pupils reported feeling emotionally secure during forest school sessions and they were clearly able to describe behavior and relationship protocols in the school. There was positive pupil feedback about feeling safe and supported whenever there was an incident or a worry. When it comes to online safety, it's clear that within the school building there are effective tools in place and a sense of real time monitoring.</p>	
7	<p><b>To receive Headteacher's report (17:41-18:19)</b></p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p><u>Ofsted</u> The published report recognised the school's hard work and fantastic progress over the last 2 years. TN and the staff body were very proud of the outcome, with the school graded 'Good' in all categories. The report also identified the need for improvement in formative assessment. TN is already working on this as a priority for the school. TP noted on behalf of the governors the report outcome as a fantastic outcome for the school and asked TN to pass governor's congratulations to all staff for their hard work.</p> <p><u>Staffing</u> TN noted the new appointment in Squirrel class has been a fantastic addition to the staff body and positively received by pupils and parents.</p> <p><u>SEND</u> SEND was left in a very robust position by AH. 3 EHCP assessments are currently taking place which, if approved, would mean 9 pupils in the school having ECHPs. The school is increasingly receiving enquiries from prospective parents and County expressing a desire to have child with significant SEND need to the school (which demonstrates the school's reputation). TN is concerned about the level of need within the school and is in discussions with the relevant agencies.</p> <p><u>Wraparound care</u> A Wraparound care provider, Pioneer, has been appointed by the School from April 2025. Care will be available every day, 7am-6pm. The parent survey feedback has indicated that the provision will be used and meets parental need (including or future cohorts). <b>Q – does the income cover the loss from existing clubs?</b> No, there will be a small loss. <b>Q – how long have Pioneer have been appointed for and do they have a minimum number of attendees to make the care provision financially viable?</b> Pioneer have been appointed for a 3 year term. Government funding will cover staffing costs for the first 2 years, which they will arrange. After that, it is hoped the provision will be well established. <b>Q- what is the required notice of termination either way?</b> TN thought the notice requirement was 1 year, but would confirm back to Govenors. <b>Q – will all equipment be bought by them and stored by the school?</b> Yes.</p> <p><u>Website</u> TN gave governors a short demo of the updated school website. Go-live is expected in January 2025.</p> <p><u>PRV visit</u> <b>Q – Has the schools grading been changed by County?</b> Yes- WSCC have increased the grading to 2ii. They will continue to visit for the rest of the year. <b>Q – is the IDSR available?</b> – no contact with DFE currently and support request not being responded to. <b>TN to share ISDR as soon as possible.</b></p>	TN
8	<p><b>To receive feedback from the HTPM Panel and Pay Committee (18:19-18:22)</b> HTPM panel met with the County Advisor present and recommendations were given to the pay committee.</p> <p>The Pay Committee met and reviewed TN recommendations.</p> <p><b>SG to review Pay Panel legislation and confirm powers and scope (TP to support)</b></p>	

## GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

9	<b>The following policies are due for review and/or ratification by Governors. To agree next steps: (18:22-18:32)</b> <ul style="list-style-type: none"><li>a. Anti-bullying</li><li>b. Behaviour Policy</li><li>c. Charging</li><li>d. Emergency Plan</li><li>e. Health and Safety</li><li>f. Intimate care</li><li>g. Declaration of Gifts, Credit Card Policy and Business Travel Policy</li><li>h. Pay Panel TOR</li><li>i. HTPM Panel TOR</li><li>j. Lettings Policy (Hire Agreement)</li></ul>	
	To adopt the following HR policies:	
	<b>Statutory policies</b> <ul style="list-style-type: none"><li>a) Teachers’ Pay Policy</li><li>b) Appraisal Policy</li><li>c) Capability Policy</li><li>d) Discipline Policy</li><li>e) Procedure on managing allegations of abuse against staff</li><li>f) Grievance Policy</li><li>g) Confidential Reporting Policy</li></ul>	<b>Non-Statutory policies</b> <ul style="list-style-type: none"><li>h) Sickness Absence Policy</li><li>i) Industrial Injuries Policy</li><li>j) WSCC Standards of Conduct</li><li>k) Drugs and Alcohol Policy</li><li>l) Smoking Policy</li><li>m) Redundancy</li><li>n) Emergency Situation Policy</li><li>o) Guidance on Cyber Bullying</li></ul>
	All policies approved.  Pay policy – TN proposes adopting the WS model. Historically when teachers are on the main pay scale, they progress each year assuming they have met or partially met their PM requirements. Two options for alternative wording discussed. Paragraph one to be adopted and blue highlighting to be removed.	
10	<b>Website update and compliance check (18:32-18:34) - c/f to FGB3</b>	
11	<b>Staff engagement and wellbeing (18:34-18:41)</b> Next staff survey in Spring term. RB/JM to draft and will work from WSCC model, if there is one. The survey will be standardised to enable progress to be reviewed. TN and Wellbeing governors agreed to circulate governor emails for staff should the be required. JM/RB to encompass children in the remit.	
12	<b>To approve school three-year budget (18:41-18:42)–</b> budget deadline date 20/12/24. Teams call to be organised before the next meeting.	
13	<b>Date for next meeting (18:42)</b> Date for next FGB meeting – Monday 27 January at 5pm Strategy meeting – Monday 24 February – time TBC	

# GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

## Tables of Actions

### Open actions:

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. <b>C/F 23/09/24. Finance Governors to complete impact section of the Finance section. All to look at Strategy meeting. 4/12/24 - All to read</b>	All
080724 05	Additional training to use the IT tools should be a focus of the strategy action plan. TN to add. <b>4/12/24</b> - Take discussion to Finance Group and agree next steps	TN
230924 01	Roles were agreed, except for Link Governor. TP to look at responsibilities spread. <b>4/12/24</b> - Outstanding role to be covered by January. All to consider if they can take this on.	TP
230924 02	Suggestion to review date of 3 year budget for next year. DM to update Governor monitoring document. <b>4/12/24</b> - New deadline is 20 December. Teams meeting follow up to be arranged.	DM
230924 03	AR to check website for compliance 4/12/24 - new website going live in January so to be checked then.	AR
041224 01	TN to share ISDR as soon as possible.	TN
041224 02	SG/TP to work out the scope of the pay committee powers.	SG/TP

### Actions closed this meeting:

230524 06	What does the wellbeing action plan mean and what are the next steps? Clear expectations for staff and governors needed. <b>08/7/24 - C/F. TN/VB/TB to meet. Update 23/09/24 - TB to handover to JM/RB.</b>
230924 04	TN to ask website developers to keep only one copy of each document, to save old documents being found on a search.
230924 05	New Child Protection and Safeguarding policy and guidance notes –TN to adopt West Sussex model.
230924 06	DM to add Drugs Education policy to policy review cycle
230924 03	TP to look at GL training record with Clerk

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

Signed .....

Date .....