

# GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 14 MARCH 2024

### 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	Present
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Apologies
Tom Plowman	Present
Simon Gale	Apologies
Adam Rood	Present
Tom Bouet	Present
Eoin Griffin	Present

#### **Also present:**

Gemma Lovegrove (Clerk)

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1	<p><b>To receive and record apologies and declarations of interest (17:08-17:08)</b> AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received and accepted from SW, SG.</p>	
2	<p><b>To review governor correspondence, including social medial feedback (17:08-17:08)</b> Nothing received, but the lovely BGPS Facebook feed was noted.</p>	
3	<p><b>To approve the minutes of the last meeting and matters arising (17:08-17:21)</b> Minutes approved.</p>	
4	<p><b>To receive update on training undertaken by governors (17:21-17:22)</b> DM - How Can Your Vision Secure Better Outcomes for Learners? DM - Attendance Link Governor Part 1 AN – Booked to do Finance and Governor Prevent Training RM – Safer Recruiting TB – Booked to do H&amp;S</p>	
5	<p><b>To receive Headteachers Report (17:23-17:47)</b> Support teacher has had a positive impact on both the children and staff wellbeing in KS1.</p> <p>CPD conversations with all TA's and areas of interest have been articulated. Hope that the investment in CPD helps people to feel valued.</p> <p>School has a changing cohort. Increased burden on SENDCO and will look to invest in additional time for that.</p> <p>Enrichment activities are going beyond the curriculum to give children a range of exciting experiences.</p> <p><b>Q – Is the CPD targeted to requirements, rather than saying yes to all requests?</b> Yes, it is focused on supporting the needs of our children and are taking advantage of any free CPD available.</p> <p><b>Q – Please provide more information on the injury to a teacher by a child</b> – a child that the school have been working hard to support for the last 18 months became dysregulated and bit a teacher. TN feels every step was taken and a fixed term exclusion notice was issued. Parents decided to move schools.</p> <p><b>Q – Please provide more information on the feeling that the PTA is losing momentum</b> – A new PTA committee will need to be appointed. The staff will run a summer fair if PTA are unable to do so, and we can't assume that a PTA will exist. <b>Q – Why is it difficult to extrapolate money from the PTA?</b> Whenever money is requested, all children should benefit, which is written in the constitution of the PTA</p>	
6	<p><b>Safeguarding update 17:48-18:00</b> AR has agreed to cover the governor safeguarding remit. Thanks to DM for the detailed report. <b>Q – Attendance stats are weaker at the lower end of the school. Should we be concerned about that going forward?</b> There have been visa issues with one child that has been resolved, and a tragedy in the traveller community has impacted recently. Teachers and TA's have had EMTAS traveller culture training. School is aware that attendance will be something that OFSTED look at. <b>Q – Are there next steps in absence improvement?</b> Maintaining good relationships with parents and carers and issuing fixed term penalties when required. Attendance letters were sent in reports, and it is mentioned regularly in newsletters. School are taking all operational steps, and momentum will be continued.</p>	
7	<p><b>To receive update on governors' visits since last meeting 18:00-18:13</b> A. Disadvantaged pupils - see report</p>	

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	<p>B. SENDCO – see report. <b>Q – Is the % of pupils with SEND accurate, compared with 17% national?</b> The school follow the letter of county guidelines, and jump through hoops before children are put onto the SEND register, but there are a large amount of children who are also being monitored. The SENDCO is receiving some additional support from a TA. Thanks to AH for very hard work and the school is looking for solutions.</p> <p>C. ECT – has been challenging to get a date</p> <p>D. HTPM Interim review – has taken place</p> <p>E. H&amp;S - see report</p> <p>F. Teaching and Learning report - see report</p> <p>G. Website checklist – <b>Q - do we reflect the diversity on the school community?</b> BG is not ethnically diverse, but it is right to recognise. We do not have a flood of volunteers, but hopefully we will have further expressions of interest for vacant post. Parent body will be invited to apply before community is invited.</p>	
8	<p><b>Wellbeing update 18:19-18:24</b></p> <p>Things seem to be more stable. Wellbeing team has been established that reflects entire staff. <b>Q – what is the wider intention of the communication document?</b> Capturing conversations that have taken place and to raise awareness. Intend to look at developing a communication strategy going forward.</p>	
9	<p><b>Review tracking data 18:24-18:34</b></p> <p>The data relates to Spring half term data. <b>Q - Is this year’s baseline accurate?</b> A series of tests/activities have been carried out, so yes.</p> <p>Year 6 on track to do well, although some poor attendance. Year 5 focus on preparing for independence. Year 4 doing very well and feel there has been significant improvement. <b>Q - Why is maths weaker?</b> Due to individual children. CPD being undertaken and maths leader will be supporting. <b>Q – What will the arrangements be for this year group when they get to Year 6 –</b> the school can’t justify a class of 14 children, so will need to look at the needs of the children at the time. Year 3 – interesting year group. Year 2 – working on bringing reading, writing, maths up. Year 1 – children are developing organically. Year R – strong data.</p>	
10	<p><b>To receive Finance Reports 18:13-18:19</b></p> <p>SFVS this year is a testament to the work that RC has done. Finance governors met and talked about CPD and SENDCO support. <b>Q – Are there links between budget and SDP?</b> TN and AN to discuss how that looks in practice. <b>Q – Is there a plan for renewal of assets?</b> This is part of the premises development plan <b>Q – Chartwells catering contract – are we happy with the food?</b> No, and feel it is getting worse. No viable better alternatives. TP happy to look at contract if needed. AN left at 18:18.</p>	
13	<p><b>To receive update on termly Governor newsletter 18:34-18:37</b></p> <p>Next newsletter is due after Easter. Could include wellbeing update, new governor advert, SDP headlines, solar panels and next steps to make more savings, strategic planning, being OFSTED ready.</p>	
14	<p><b>To either agree the following or agree action to work on policies (18:37-18:47)</b></p> <ol style="list-style-type: none"> <li>a. RSHE (carried over from FGB 3)</li> <li>b. Learning outside the classroom</li> <li>c. Supporting Pupils with Medical Needs/Supporting Pupils with Medical Needs</li> <li>d. Fire Safety</li> <li>e. FOI information (AD)</li> <li>f. Publication Scheme</li> <li>g. <a href="#">Governor Handbook</a></li> </ol> <p><i>Premises Governors’ Report:</i> Premises Management Documentation:</p> <ul style="list-style-type: none"> <li>• Building maintained in state of good repair/good housekeeping</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Grounds and trees well maintained and inspected</li> <li>• Play equipment inspected (annually by external contractors) and maintained</li> <li>• Parking and vehicles controlled on-site</li> <li>• Kitchen (food hygiene, catering facilities)</li> <li>• Fire safety management strategy/Fire Emergency Plan/Fire Risk Assessment/Register of Fire Warden training</li> <li>• Asbestos register on-site and asbestos management plan</li> <li>• Legionella written scheme of control and testing</li> <li>• Plant and equipment written scheme of planned maintenance/maintenance inspection checklists.</li> <li>• Risk assessments to include working at height and manual handling</li> <li>• Procedures for contractors</li> <li>• COSHH display</li> <li>• First aid - equipment in every classroom and personnel register</li> </ul> <p>The Premises Governor reports were carried forward. All approved.</p> <p>TN to check how many people are trained in managing medicines. TN to update Publication Scheme to new version.</p> <p>DM to update the safeguarding role description in the Governor Handbook. TP to update introduction letter in Governor Handbook to show new Chair details.</p>	<p>TN</p> <p>DM</p> <p>TP</p>
15.	<p><b>Any other urgent business 18:47-18:51</b></p> <p>A) Risk register – there is one, and it is something to pick up in the future.</p> <p>B) Strategy Meeting summary &amp; next steps</p> <p>TP has circulated notes. TP/TN to draft strategic plan to be drafted for agreement at FGB6. Feels like a follow up meeting separate to current FGB cycle and verbal update at the end of academic year within in FGB. Revisit at FGB5 and agree a plan for going discussions going forward. Decide on timescale for monitoring plan.</p> <p>C) AR has issues with Mondays. Keep as is for now and reassess in September.</p>	<p>TP/TN</p>
16.	<p><b>Date for next meeting 18:51</b></p> <p>Thursday 23 May at 5pm</p>	

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### Tables of Actions

#### Open actions:

290623 05	AN to identify the requirement for the co-opted governor vacancy and to write to the new body of parents. <b>Update 2/10/23 - wait until after skills audit. c/f. Update 23/11/23 - vacancy should also be advertised to the community. TP to write piece for Big Mag. Update 290124 - DM to send previous Big Mag article to TP. Update - DM writing Big Mag, TP drafting letter</b>	TP
231123 02	TN to arrange for HB to have a set of new keys. <b>Update 290124 - cf. Update 140324 - cf</b>	TN
231123 04	Date for future pay panel meetings to be established by TP to ensure any increase in pay is received before the end of the year. <b>Update 290124 - cf. Update 140324 - cf</b>	TP
231123 11	DM/TN to develop proposed agenda for March Strategy meeting - Update <b>290124 - cf</b>	DM/TN
290124 01	Two Governors should have up to date 'Safer Recruitment' training. It is valid for 3 years. <b>Update 140324 - RM has done. TP to do.</b>	TP
290124 02	Fire extinguishers – none have been updated although close to expiry. TN to follow up with RC. Update 140324 - annual review due on 180324.	TN
140324 01	TN to check how many people are trained in managing medicines	TN
140324 02	TN to update Publication Scheme to new version.	TN
140324 03	DM to update the safeguarding role description in the Governor Handbook	DM
140324 04	TP to update introduction letter in Governor Handbook to show new Chair details	TP
140324 05	TP/TN to draft strategic plan to be drafted for agreement at FGB6.	TP/TN

#### Actions closed this meeting:

290124 03	TN will share wellbeing themes and action plan, as a working and evolving document, with staff.
290124 04	Roles and responsibilities - RM initials are against too many things. H&S and Finance. ECT and Safeguarding – at least one has to give. TP/GL to invite expressions of interest and agree course of action. Update 140324 - AR to take on.
231123 06	DM to make agreed policy changes. <b>Update 290124 - TP to check.</b>
231123 08	VB to follow up on actions from website compliance email. <b>Update 290124 - cf. This action has been superseded by the March website check.</b>
231123 10	TP/TN to review Clerk JD and hours, could be combined with admin support - <b>Update 290124 cf. Update 140324 - there has been is more support for SEN due to this.</b>
290623 06	TB/VB to draft a staff wellbeing governor role description - c/f. <b>Update 290124 - c/f</b>

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290623 12	Review and action governor website page changes as per VB email 08.10.23 - c/f. <b>Update 290124 - all to check individual profiles and GL to add minutes from meeting. Update Clerking notes.</b>
231123 01	SG to talk to RC about updating key fobs. <b>Update 290124 - cf. Update 140324 - no longer a Governor action</b>
130323 06	RM to present a higher level summary of data for Spring term in a graph format at the next meeting. <b>Update 29.06.23 c/f. VB to send AI tool to RM. Update 2.10.23 - AN to take on, and to show TN how to use percentages. Use last two years end of year data. c/f Update 23.11.23 - c/f. Update 290124 - c/f</b>
290124 05	March WSCC website audit

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

**Signed** .....

**Date** .....