

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM ON 21 November 2022

Barnes 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
Tracey Newbold	Present
Victoria Baxter	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Robert Nye	Apologies
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Present
Tom Bouet	Present

Also present:

Gemma Lovegrove (Clerk)

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

1	<p>To receive and record apologies and declarations of interest 17:04-17:19</p> <p>Welcome to Adam and Tom.</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 from RN.</p>	
2	<p>To review governor correspondence including social media 17:19-17:19</p> <p>Nothing new, but positive Facebook feed noted. TN has received appreciation from parents following recent assemblies.</p>	
3	<p>To approve the minutes of the last meeting and matters arising/actions 17:19-17:58</p> <p>Minutes approved.</p> <p>Actions discussed and noted on actions spreadsheet.</p> <p>The school website was discussed. There was a request made for funding from the PTA, but it doesn't fall within PTA criteria so the request has been withdrawn. A more formal process for PTA funding requests will be put into place. Rob Hammond and VB will continue to look at options for improvements. Q - is the website compliant? Yes. TN thanked VB for all her hard work.</p>	
4	<p>To receive updates on training undertaken by Governors 17:58-17:58</p> <p>AN and TN attended a MAT session.</p> <p>SG attended Being Effective.</p> <p>DM attended 22.9.22 – Cyber Security (Entrust), 30.9.22 – HTPM training (West Sussex), 18.11.22 – JSPC Conference (e-Learning).</p> <p>TP attended Data for Governors- 29 September, Developing Effective Monitoring- 11 Oct, Developing Effective Questioning- 30 Oct, FGB Responsibilities in relation to Health & Safety- 14 Nov</p>	
5	<p>To receive update on Governors visits to school since last meeting 17:58 - 18:13</p> <p>a) Pupil Premium grant monitoring report</p> <p>b) SEND report Q – What is the level of support? SW was impressed when met with the SENDCO.</p> <p>Proposed governor visits before next FGB</p> <p>a) 3-year budget – see 13.b. (SG/AN)</p> <p>b) Curriculum development update</p> <p>c) H&S visit (RM/TP)</p> <p>d) Attend termly review meeting with LA (PB/DM/AN)</p> <p>AN to add a safeguarding visit to Governors visits document.</p>	AN
6	<p>To receive safeguarding report/update 18:13-18:15</p> <p>TP & PB met for an update. All governors need to sign to confirm that they have met the safeguarding training requirements. PB will action.</p> <p>PB/TP to arrange a safeguarding visit to the school. TN suggested speaking to school council.</p>	<p>PB</p> <p>PB/TP</p>

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

7	<p>To receive the Headteachers report 18:15-18:36</p> <p>Thank you for comprehensive and detailed report.</p> <p>Q – How is TN's wellbeing? It's fine but filling 2 roles is a lot to balance. It would be nice to know what is happening moving forward. Thankfully there is a great cohesive staff with strength and depth in a lot of areas. The staff are being very supportive. It is an exciting time for the school and it is fantastic. AN expressed gratitude for the work TN is carrying out.</p> <p>Q – Why is the school unable to access a speech therapist? It is a national problem, but worse in West Sussex. There is a new therapist due to start in January. The school have been proactive in accessing other outside agencies.</p> <p>Q – Have Billingshurst Lions been? Their visit to clear the school car park was delayed do to the weather but they are due to attend tomorrow instead. TN to update AN so he can thank them. They have been wonderful.</p> <p>Q – What is Forest School? The aim is to take learning outside and it can enhance any aspect of learning. The school identified a lack of resilience and independence in children in school so a goal is to try to enhance the curriculum to develop values that the children will be able to take back into the classroom. A significant increase in emotional difficulties has also been noted following Covid and the hope is that being outside may address some of those issues. It is also attractive to prospective parents.</p> <p>SDP 2022-24 Priorities have been identified. It was noted that point 1F is missing. TN will check. The governors acknowledged that this is a huge task and will be mindful.</p> <p>Proposal for Governor monitoring of the SDP It was proposed that it would be useful to bring together this document with the Governor monitoring calendar. DM to merge documents and to add links to visit information. VB to start half termly report from Governors for school newsletter.</p> <p>Curriculum Intent Statement TN to share presentation from the curriculum meeting with parents with Governors. The school have agreed curriculum intent but have been working on some words to drive forward the teaching.</p> <p>Annual appraisal report TN confirmed it is complete.</p>	<p>TN</p> <p>TN</p> <p>DM/VB</p> <p>TN</p>
8.	<p>To receive feedback from the HTPM Panel and Pay Committee 18:36-18:37</p> <p>HTPM met and made recommendations to the Pay Committee. The Pay Committee have met and considered one other proposal from TN.</p>	
9.	<p>To receive the 2021-22 Data Report 18:37-18:44</p> <p>Summary of the end of year data 2022 and IDSR (Inspection Data Summary Report) received. The KS2 writing and maths progress scores were significantly above national average and in the top 20% of all schools. It was noted that it will be harder to show such progress as KS1 figures improve but that won't mean that levels have fallen.</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

10.	<p>To approve the Pupil Premium Plan for 2022-25 18:44-18:49</p> <p>The plan was updated today to ensure the figures were correct. The full recovery premium wasn't spent, and it will be clawed back. TN noted that it was very difficult to spend as the stipulations were very hard to meet. DM recommended approval of the plan. AN seconded. VB to add to website. Thank to Mr Griffin for his hard work.</p>	VB
11.	<p>To approve the following policies/documents 18:49-18:59</p> <ul style="list-style-type: none"> a) Teaching and Learning Policy – will be part of the SDP. TN to update on progress at next meeting b) Anti-bullying. DM to move onto 3-year cycle. c) i) Behaviour Policy ii) Consequences Diamond iii) Zones of regulation Needs to go to staff. Approved by Governors subject to staff approval. Needs to be updated on website. TN to add. d) Charging - approved e) Emergency Plan - approved f) Health and Safety - approved g) EYFS policy – TN to send to Miss Al-Tarafi. Will be added to agenda at next meeting, then go onto 3-year cycle. <p>To adopt the following HR policies: (2min)</p> <ul style="list-style-type: none"> a) Teachers' Pay Policy b) Appraisal Policy c) Capability Policy d) Discipline Policy e) Procedure on managing allegations of abuse against staff f) Grievance Policy <p>Confidential Reporting Policy</p> <ul style="list-style-type: none"> a) Sickness Absence Policy b) Industrial Injuries Policy c) WSCC Standards of Conduct d) Drugs and Alcohol Policy e) Smoking Policy f) Redundancy g) Emergency Situation Policy h) Guidance on Cyber Bullying <p>All approved.</p>	<p>TN</p> <p>DM</p> <p>TN</p> <p>TN</p>
12	<p>Website update and compliance check 18:59-18:59</p> <p>The website is currently compliant. Rob Hammond and VB will continue to look at options for improvements.</p>	VB
13	<p>To review the budget 18:59-19:13</p> <ul style="list-style-type: none"> a) Current financial position (TBC subject to feedback from SFSU) <p>To review school three-year budget.</p> <p>Report from Bromcom received today. The new deadline is the end of January. The current financial controls are not robust enough. WSCC internal audit team advised that processes need to be looked at.</p> <p>A Finance Working Group of TN/AN/SG/SBM has been formed to ensure clarity, allocate the budget in a detailed way and link the budget towards the SDP. The current economic climate, unfunded wage rises and long-term sickness all impact on the current budget. SS salary is in the budget until Easter and the removal of this from January will offset some of the salary increases but not all. If there is an intention to set a negative budget the school needs approval from WSCC. Thank you to SBM as it is</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

	<p>appreciated how difficult this has been. The Finance Working Group will report back at the next FGB.</p> <p>Q – is there anything in the budget for the website to be updated? Not currently.</p> <p>Q – is the school likely to be full in September? Yes.</p> <p>Q – will someone from County join a Finance Working Group meeting? AN to organise.</p>	AN
14	<p>Any other urgent business 19:13-19:29</p> <ul style="list-style-type: none"> a) Review date of May FGB in light of bank holiday Q – Does a Monday at 5pm still work? AN to put out a poll. b) HTPM advisor – Chair's action c) BG Village Trust meeting DM attended and read out Governors' report. Questions raised about the road crossing. It is listed for 23/34 financial year. d) Solar panels DM is applying for solar panels through Shell which could save £4,000 a year. Hoping for £2000 from Shell plus £4,000 from next year's budget. e) Strategy session The West Sussex County Council advisor can provide the full governing body with information regarding the recruitment process for the Head Teacher vacancy. AN will share dates and times. There should also be consideration on what the strategy of the governing body for the school is. It should be a 3-5year strategy and could be a long-term driver. f) Big Mag – there have been comments made that it is nice to see information about the school included. 	AN
15	<p>Date for next meeting 19:29-19:29</p> <p>TBC</p>	

GOVERNORS OF BARNES GREEN PRIMARY SCHOOL

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 Update 03/10/22 AN partway through Lead Governors course, but is going to leave it for now Update 21/11/22 RM training has been rescheduled. TP to attend Safeguarding training in March.	AN/ PB/ RM/ TP
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. Update 21/11/22 TP to finalise shortly on SharePoint	TP
221004 2	Receive Register of Business (or Pecuniary Interest) declarations and Disqualification Declaration forms from PB/RN. Update 21/11/22 PB has signed. RN to become Associate Governor.	GL/RN
221004 7	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. Update 21/11/22 SG to work with TN on update of IT systems. New WS emergency plan now includes cyber security.	SG/TN
221121 1	AN to add a safeguarding visit to Governors visits document.	AN
221121 2	All governors need to sign to confirm that they have met the safeguarding training requirements. PB will action.	PB
221121 3	PB/TP to arrange a safeguarding visit to the school.	PB/TP
221121 4	Billingshurst Lions visit - TN to update AN so he can thank them.	TN
221121 5	It was noted that point 1F is missing from SDP. TN will check.	TN
221121 6	DM to merge Governor monitoring calendar with the monitoring of the SDP document.	DM
221121 7	VB to start half termly report from Governors for school newsletter	VB
221121 8	TN to share presentation from the curriculum meeting with parents with Governors.	TN
221121 9	VB to add Pupil Premium Plan to website	VB
221121 10	To approve and update Teaching and Learning Policy. Will be part of the SDP. TN to update on progress at next meeting	TN
221121 11	To approve and update Anti Bullying policy - should be reviewed every 3 years. DM to move onto 3 year cycle.	DM
221121 12	To approve and update Behaviour policy, consequences diamond and zones of regulation. Approved by Governors subject to staff approval. TN to add to website.	TN
221121 13	To approve and update EYFS policy. TN to send to Miss Al-Tarafi and review at next meeting.	TN
221121 14	Rob Hammond and VB will continue to look at options for improvements to the school website	VB
221121 15	AN to organise someone from County to join a Finance Working Group meeting	AN
221121 16	AN to put out a poll to review times and dates of FGB meetings going forward	AN
221121 17	The West Sussex County Council advisor can provide the FGB with information regarding the recruitment process for the Head Teacher vacancy. AN will share dates and times.	AN

Actions closed this meeting:

220704 2	SS to check if the school is receiving H&S quarterly newsletters 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 21/11/22 TN to have informal conversation with families identified before letter is sent. Issue has also been raised at parents evening.	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	GL
221004 1	DM identified some differences between the Terms of Reference and the Scheme of Financial Delegation. It was agreed that the documents should match. DM will update the document and TN will publish on the website.	DM/TN
221004 3	TN to share full SDP before October half term.	TN
221004 4	GL to send links to NGA and Prevent training.	GL
221004 5	DM to check whether Prevent needs to be completed annually. Update 21/11/22 It needs to be completed every 5 years	DM

GOVERNORS OF BARNS GREEN PRIMARY SCHOOL

221004 6	AN proposed the formation of a working party to explore MAT options. AN, TN SG and DM agreed to be included. AN to take forward. Update 21/11/22 White paper has been withdrawn.	AN
----------	--	----

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

Signed

Date