

# GOVERNORS OF BARNs GREEN PRIMARY SCHOOL

## MINUTES OF A MEETING OF THE FULL GOVERNING BODY HELD AT 5PM on 23 SEPTEMBER 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
Jess Martin	Present
Rob McDonald	Present
Dawn Martin	Present
Sue Whittle	Present
Tom Plowman	Present
Simon Gale	Present
Adam Rood	Apologies
Tom Bouet	Present
Eoin Griffin	Apologies

Also

present:

Gemma Lovegrove (Clerk)

Richard Bates (Prospective Governor)

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1	<p><b>To receive and record apologies and declarations of interest (17:07-17:10)</b> AN's wife is an HLTA at the school. RM's wife is a TA at the school. Apologies received and accepted from AR and EG.</p> <p>Introductions and welcome to Richard. TP proposed the appointment of Richard as a Governor. DM seconded.</p> <p>DM and SW willing to extend terms. TP proposed, JM seconded. TP is awaiting contact from Governor Services regarding RM term of office.</p>	
2	<p><b>Election of Chair of Governors (17:10-17:13)</b> Clerk in the chair. TP was the only nomination for chair. DM proposed. AN seconded.</p>	
3	<p><b>Election of Vice Chair of Governors (17:13-17:14)</b> RM was the only nomination for vice chair. TP proposed. SG seconded.</p>	
4	<p><b>Discuss and agree governor roles and responsibilities (17:14-17:41)</b> Roles were agreed, except for Link Governor. <a href="#">TP to look at responsibilities spread.</a></p> <p>Chair: TP Vice Chair: RM</p> <p>Accessibility: RM, JM Attendance: DM Children Looked After: RB ECT: RM, RB Finance: AM, SG, RM Health &amp; Safety: RM, TB Link: TBC see action Pupil premium: DM, JM Safeguarding: AR, RB, SG (Cyber), DM (curriculum)</p> <p>Sports Grant: TB/ DM SEND: SW</p> <p>Website: AR, AN Wellbeing: RB, JM</p>	TP
5	<p><b>Confirm Head Teacher PM Panel (should not overlap with Pay Committee) and HTPM Adviser</b> DM, TB, SW</p>	
6	<p><b>Confirm Pay Panel membership</b> TP, SG, JM</p>	
7	<p><b>Review and approve Instrument of Governance, Code of Conduct and Terms of Reference (17:42-17:42)</b> All approved. Code of Conduct signed.</p>	
8	<p><b>Receive Register of Business (or Pecuniary Interests) declarations and Disqualification Declaration forms</b> All received.</p>	

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9	<p><b>Approve Scheme of Financial Delegation (17:42-17:58)</b> Approved.</p> <p>As part of the scheme of delegation, Governors discussed the importance of ensuring appropriate financial oversight of all voluntary funds associated with the School. The school and the Governors must be confident in all sources of voluntary funds, having regard to the school's reputation. It was agreed that this should include the PTA.</p>	
10	<b>To approve the minutes of the last meeting and matters arising (17:59-18:14)</b>	

	<p>All inset days approved. Minutes approved.</p> <p>TN has met with several companies and a new school website will be developed this year. <b>Q - Will they check compliance as part of the package? No-</b> TN would prefer Website Governor to check. They will offer annual audit and a maintenance service. <b>Q - how is it being funded?</b> It is within the curriculum budget.</p> <p>Suggestion to review date of 3 year budget for next year. <b>DM to update Governor monitoring document.</b></p>	DM
11	<b>To review governor correspondence, including social media feedback (18:14-18:15)</b> One post on social media asking for feedback about for schools in the area which received comments.	
12	<p><b>To receive Safeguarding update (18:15-18:16)</b></p> <ul style="list-style-type: none"> <li>a) Review changes to KCSIE. All signed.</li> <li>b) Governors to confirm that they have completed Prevent Safeguarding Training if not previously completed. <b>TP to look at GL training record with Clerk</b></li> <li>c) Governors Safeguarding Report. Received with thanks.</li> </ul>	TP
13	<p><b>To receive updated SEF (18:16-18:29)</b></p> <p>Despite maintaining high statutory results above national and county averages, the school faces challenges due to a potential rise in children with EHCP in place (from 1-9). <b>Q – is there funding for children with an EHCP?</b> Higher needs funding has been pulled by government at this time. <b>Q – is there overlap between SEND and PP children?</b> Yes, some overlap.</p>	

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14	<p><b>Key priorities for new academic year and to review SDP (18:29-18:49)</b></p> <p>The school successfully managed a county visit, with positive feedback on English, Maths, and SEND, and has now moved to CPOMS There were three actions for the school following the visit, which are being actively moved forward. One action from the visit suggested a minor change to process around how the school is using the wellbeing tools highlighted in the report to further support improvements in mental health and wellbeing for both pupils and staff. TN reported that SATs results have been very strong in the last two years but that this will be challenging to maintain <b>Q – If its thought that SAT’s results may not be maintained, what actions has the school considered that can be taken now?</b> Risk factors have been identified, and the school are making sure the right support is in place for all pupils. TN noted starting points across cohorts have varied and progress from starting points is strong. <b>Q – What is the teaching provision in Yr3 and how will the impact of the SENDCO leaving be mitigated?</b> An excellent appointment has been made, however the individual cannot join until atleast October half term (possibly later). If they are not able to start from October half term, TN has a contingency plan utilising a HLTA on temporary basis to cover class teaching. The class are benefitting from being a single age year group which will also mitigate any impact of teaching change. <b>Q – have you had many enquiries about the position after half term?</b> No. <b>Q – is the new staff member on a fixed term contract?</b> Yes.</p>	
15	<p><b>To receive end of year data (18:49-18:56)</b></p> <p><b>Q – Is there a way that the data can show more about the progression of children over time?</b> ISDR is used along with traffic light grids, to inform conversations. <b>Q – How do the multiplications test results stand?</b> Above national average.</p>	
16	<p><b>To receive update on governors’ visits since last meeting (18:56-19:08)</b></p> <ul style="list-style-type: none"> <li>a. SENDCO visit – postponed to FGB2</li> <li>b. Disadvantaged pupils visit report - approved</li> <li>c. Updated strategy document – approved</li> <li>d. Termly website check – c/f to FGB2. <b>TN to ask website developers to keep only one copy of each document, to save old documents being found on a search.</b></li> <li>e. Finance meeting – receive proposed TOR for Finance Governors -. c/f to FGB2</li> </ul>	TN
	<p>f. Premises Development plan – rolling plan that is being monitored by Finance Governors.</p>	
17	<p><b>The following polices are due for review and/or ratification by Governors. To agree next steps: (19:09-19:14)</b></p> <ul style="list-style-type: none"> <li>a. New Child Protection and Safeguarding policy and guidance notes –<b>TN to adopt West Sussex model.</b></li> <li>b. Governor Expenses Policy</li> <li>c. SEND policy</li> <li>d. SEND Local Offer</li> <li>e. SEND Information Report</li> <li>f. Drugs Education policy – matter arising from staff inset. <b>DM to add to policy review cycle.</b></li> </ul> <p>All policies approved.</p>	<p>TN</p> <p>DM</p>
18	<p><b>Staff engagement and wellbeing (19:14—19:14)</b></p> <p>New Governors to receive handover from existing governors so update C/F to FGB2</p>	

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19	<b>Any other urgent business (19:14-19:15)</b> <ul style="list-style-type: none"><li>a. School photos on 26 September. New Governors welcome to have a photo taken before school</li><li>b. Christmas Tree Festival. This is taking place on 14/15 December. The school will be involved. Any volunteers for the weekend welcomed.</li></ul>	
20	<b>Date for next meeting (19:15)</b> Strategy Meeting on 7.10.24 - Time TBC FGB2 – 4.12.24	

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## Tables of Actions

### Open actions:

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.</b> <b>TN/VB/TB to meet. Update 23/09/24 - TB to handover to JM/RB.</b>	TN/VB/TB
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.</b>	All
	Additional training to use the IT tools should be a focus of the strategy action plan. TN to add.	080724 05
230924 01	Roles were agreed, except for Link Governor. TP to look at responsibilities spread.	TP
230924 02	Suggestion to review date of 3 year budget for next year. DM to update Governor monitoring document.	DM
230924 03	TP to look at GL training record with Clerk	TP/GL
230924 04	TN to ask website developers to keep only one copy of each document, to save old documents being found on a search.	TN
230924 05	New Child Protection and Safeguarding policy and guidance notes –TN to adopt West Sussex model.	TN
230924 06	DM to add Drugs Education policy to policy review cycle	DM

### Actions closed this meeting:

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. DM has done. C/F 08/07/24. Agreed that TP does not need to do this. RB has done.</b>
230524 02	VB to send some local web companies. TN to investigate options for the website. <b>C/F 08/7/24. Update 23/09/24 - New school website will happen this year. Will they check compliance as part of the package? TN would prefer Website Governor to check. They will offer annual audit and a maintenance service. Q - how is it being funded? It is within the curriculum budget.</b>
080724 01	Outstanding blurbs from SG, AR and TB to be sent to GL
080724 03	Feedback requested on 24-25 Governor Monitoring Schedule to ensure dates are set at the right times. <b>Update 23/09/24 - Suggestion to review date of 3 year budget for next year.</b>
080724 04	GL to ask for roles and responsibilities expressions of interest

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

Signed .....

Date .....