

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held at school on 23.11.22 at 7.00p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Mr Laurence Evans	LE	P	Dr Ross Stewart	RS	na
Mr Andy Higgins	AHi	P	Mrs Anne Ugur	AU	p
Mrs Catherine Martin – Vice Chair	CM	P	Mrs Alice Hedges – Staff Governor	AHe	p
Vacancies:					
Foundation Governor x 6					

p – present, aa – apologies accepted, na – apologies not received/accepted.

In attendance

Mrs Wendy Guest – Clerk	WG
Mrs Louise Bowes – prospective Foundation Governor	LB

Abbreviations used.

FGB: Full Governing Body, **LA:** Local Authority, **OFSTED:** Office for Standards in Education, **YOP:** Yearly Operational Plan. **SFA:** School Financial Adviser, **SFVS:** Schools Financial Value Standard. **SIAMS:** Statutory Inspection of Anglican and Methodist Schools.

Documents issued for the FGB meeting.

Agenda, Draft FGB Minutes 14.09.22, Terms of Reference (including Salaries) – Resources Committee 2022/23, Terms of Reference – Standards Committee 2022/23, Terms of Reference – Health & Safety 2022/23, Terms of Reference – Admissions Committee 2022/23, Delegated Decision List November 2022, Headteacher’s Report to FGB 23.11.22, YOP Review November 2022, CPH Funding Letter 04.11.22, Draft Standards Minutes 12.10.22, Draft Resources Minutes 09.11.22, Barton Equality Objectives 2022-2025, Accessibility Policy November 2022, Accessibility Plan November 2022, Attendance and Lateness Policy September 2022, Exclusion Statement October 2022, Governors’ Allowances Policy 2022, Governor Induction Policy 2022, Intimate Care Policy 2022, Key Holder Agreement 2022, Pupil Mental Health and Wellbeing Policy 2022, School Security Policy 2022, Uniform Policy October 2022, Use of Mobile Phones and other Smart Devices in School Policy November 2022, Safeguarding Review and Action Plan Autumn 2022, SIAMS Framework September 2023, SIAMS 2023 Transitional Guidance for Schools, NGA Governing Board Self-Evaluation 2022/23, ICT Governor Visit Form – Summer Term 2022, English Governor Visit Form – Summer Term 2022, PSHE Governor Visit Form – November 2022, English Governor Visit Form – November 2022, Music Governor Visit Form – November 2022, EYFS Governor Visit Form – November 2022, Art and DT Governor Visit Form – November 2022, PP and Vulnerable Groups Governor Visit Form – November 2022, Maths/Geography/History/RE Governor Visit Form – November 2022

	The meeting started at 7.05pm	Action
1	WELCOME REFLECTION – JM	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence</p> <ul style="list-style-type: none"> • Apologies were not received from RS. Consent for absence could not be given. • LB had notified the Chair that she would be late to the meeting. <p>2.2. Quorum. The quorum for the meeting on 23.11.22 was 4. The meeting was quorate throughout.</p>	

Barton Church of England Voluntary Aided Primary School

	<p>2.3. Vacancies.</p> <p>2.3.1 Foundation Governors: Governors were informed that Vanessa Farrow had decided to step down from the governing body. The Chair confirmed that there are now 6 Foundation Governor vacancies, 2 of which are vacancies for Principal Officiating Ministers, 2 Diocese appointed, 1 Grantchester PCC appointed and 1 Barton PCC appointed. The Diocese are due to consider LB's application to become a Foundation Governor today.</p> <p><i>AU and LE arrived at 7.07pm.</i></p> <p>The Chair acknowledged that there are a large number of parents on the governing body, and that this can make it difficult to form some committees in some instances. Ideally, governors should be drawn from a wider range of backgrounds to ensure objectivity. The Chair has raised this issue with the Governance Advisers at the Diocese and LA, who confirmed that it is up to individual governing bodies to decide what is appropriate in terms of numbers of parents on the board. Barton's constitution specifies two Parent Governor roles, but there is no limit on the number of parents who can be on the governing body in different capacities such as Co-opted or Foundation Governor. The Chair advised governors that another parent has recently signalled that they may apply for a Foundation Governor post, which could take the total number of parents to six, so it is an issue that needs to be documented and kept under review.</p> <p>2.3.2. Staff Governor: The position of Staff Governor is not permanently filled. Teachers are taking it in turns to attend meetings with AHe representing the staff today.</p>	
3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING – 14th September 2022</p> <p>Governors approved these minutes as true and accurate. The minutes will be uploaded to the school website as a public record.</p>	WG
5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 14.09.22 The Committees Action List 2022-23 (version 2) was available on Governor Zone and documents the actions that have been completed.</p> <p>5.2. Matters outstanding from the meeting on 14.09.22 There were no other matters that are not covered by the agenda.</p> <p>5.3. Any Other Business The Chair informed governors that there was an additional item to be discussed under AOB.</p>	
6	<p>TERMS OF REFERENCE</p> <p>6.1. Resources The Terms of Reference and Delegated Decisions for the Resources Committee were agreed at the Resources meeting on 09.11.22.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Governors approved these documents, but it was agreed to remove the paragraph under section 1.9 relating to keeping hard copies of the minutes in the office, as minutes and the accompanying documents are stored electronically on Governor Zone.</p> </div>	WG

	<p>6.2. Standards The Terms of Reference and Delegated Decisions for the Standards Committee were agreed at the Standards meeting on 12.10.22.</p> <p>Governors approved these documents with the same change to the section on minutes (1.8) as agreed for the Resources Terms of Reference.</p> <p>6.3. Health and Safety The Terms of Reference for the Health and Safety Committee were agreed at the Health and Safety meeting on 20.09.22, and were discussed by the Resources Committee on 09.11.22.</p> <p>Governors approved this document with no further changes.</p> <p>6.4. Admissions There are no changes to the Terms of Reference for the Admissions Committee.</p> <p>Governors approved the Terms of Reference for the Admissions Committee.</p> <p>6.5. Delegated Decision List The Delegated Decision List reflects the Terms of Reference for all sub-committees.</p> <p>Q: The statement “to ensure provision of RE in line with school’s basic curriculum (monitoring)” appears as both a delegated responsibility for the Standards Committee as well as later in the list as a non-delegated responsibility for FGB. Which is correct? The detail of the curriculum and RE provision in general should be monitored by FGB, but Standards are responsible for reviewing the RE policy and its implementation.</p> <p>Governors approved the Delegated Decisions List subject to this point being clarified.</p>	<p>WG</p>
<p>7</p>	<p>WELLBEING</p> <p>7.1. Headteacher and Staff The Headteacher reported that it was very busy at school, and that her report outlined the events and issues for consideration which will be discussed under item 8.1.</p> <p>The Headteacher has applied for wellbeing support from the EHW Team which is available to help all staff, but will be particularly useful for the new teachers who have had to take on a lot of responsibility and information within a short space of time. The Autumn Term is a long term, and with the change in seasons, there are more illnesses this time of year, so it is important to help staff to keep well and support them as much as possible.</p> <p>7.2. Pupils The Headteacher advised governors that the vast majority of pupils have settled back into school and have adapted to the change of class, teacher and TAs well. There are ongoing challenges with some SEN pupils which are continuing to be addressed with external support as appropriate.</p>	

Barton Church of England Voluntary Aided Primary School

	<p>The Headteacher met with the EDRA last week who was pleased at the level of attendance (97%), but a careful eye is being kept on lateness with a small group of pupils arriving late at least once or twice every week. The EDRA was very complementary about the atmosphere within school, and felt that all pupils were well engaged with their learning. Rev Claire Robertson also visited school today, and made similar observations about the welcoming atmosphere.</p> <p>The Headteacher advised governors that it has been assessment week this week, which is always challenging, but most pupils have coped well. The data from the assessments will be examined by the Standards Committee at their next meeting in January.</p> <p><i>LB arrived 7.17pm</i></p>	
8	<p>RAISING STANDARDS</p> <p>8.1. Headteacher's Report and YOP 2022/23 (end of Autumn RAGed) The Headteacher's Report and YOP were available on Governor Zone. Governors were asked for comments or questions on the documents.</p> <p>The Headteacher highlighted the following points:</p> <ul style="list-style-type: none"> • Health & Safety and Safeguarding Audits: two audits were carried out in the first half of the Autumn Term, which involved a considerable amount of work to ensure that evidence was available to demonstrate all of the procedures and measures in place (see also items 16.2 and 17). • SIAMS inspection: the inspection will not take place this year as expected, but has been deferred to 2023/24. Barton will be assessed against the new SIAMS framework (available on Governor Zone for reference). One of the changes to the wording of the framework is that our Christian Vision must be theologically-rooted. Support is being provided by Rev Claire Robertson and Rev Priscilla Slusar in this respect. • Parent consultations: face-to-face meetings have taken place for the first time since the Covid pandemic. The meetings were purposeful and were very well received. Parents have particularly enjoyed having an opportunity to view their children's work. <p>Q: Did teachers prefer holding consultations face-to-face rather than via Zoom? There is only one teacher who has had experience of both formats at Barton, but she much preferred the face-to-face meetings as it is easier to discuss issues in person than via a screen. The format of the meetings worked well, with all consultations taking place in the Hall, and parents able to view their children's books whilst waiting for their appointment.</p> <p>The Headteacher informed governors that one pupil in Robin Class has travelled abroad due to exceptional family circumstances, and is unlikely to return before the Spring Term.</p> <p>Q: Will the pupil stay on roll? The pupil will not turn 5 until the Summer Term. The situation is being checked with the LA Attendance Officer to ensure that his absence is correctly recorded, but it is hoped that he will be able to stay on roll and will not have to re-apply to Barton on his return to the UK.</p> <p>The following additional points were made:</p> <ul style="list-style-type: none"> • Tutoring: tutoring sessions will begin next week and will be led by an experienced HLTA (who is also a qualified teacher). There will be an English session and Maths session held in the mornings before school for groups of pupils in Y4. • Support: as mentioned under item 7.1, new staff are accessing support to assist them with their transition to Barton and taking on leadership roles. • Clubs: a large number of internal clubs (craft, choir, gardening, recorders) have resumed this term in addition to the after-school clubs provided by Emina's Dance Academy and Premier Sports. 	

- **Scrutiny by SLT:** SLT will be carrying out planning scrutiny and webpage scrutiny to ensure consistency and clarity of approach.
- **External advisers:** the LA English Adviser recently spent time with AHe as English Lead as well as running a session during a staff meeting, both of which were very well received. At the Headteacher's appraisal, a request was made to buy in more of the English Adviser's time as well as inviting Juliet Adlouné to carry out work on wellbeing.

Q: Will the tutoring focus on other year groups or just Y3/4? It was decided to start with Y4 as this is the cohort that studies have shown has been most affected by the Covid lockdowns. Y5/6 have a significant amount of adult support already with 4 EHCPs in the class, and YR/Y1 are a small group with good attainment overall. The crossover keystone in Kingfisher with a mix of Y2/Y3 pupils is a challenging curriculum to cover, and it is important to keep the Y3 cohort together for foundation subjects to help grow their independence and maintain their identity.

Q: Is it likely that Kingfisher pupils will start tutoring sessions in the Spring Term? It is possible, but data from the assessments will be reviewed first to ensure that the pupils identified in Swallow Class are making sustained progress and that the tutoring sessions are having the intended impact.

Governors welcomed the information contained within the YOP, and acknowledged that the objectives would be predominantly rated "amber" as it is the beginning of the academic year and work is ongoing to meet the targets. The areas that are rated "red" will be addressed later in the year (outdoor learning, Mothers' Day etc).

8.2. Standards Committee Draft Minutes – 12.10.22

The draft minutes were available on Governor Zone. Governors noted the contents and had no comments.

8.3. Resources Committee Draft Minutes – 19.10.22, 09.11.22 and 16.11.22

The draft minutes were available on Governor Zone. Governors noted the contents and had no comments.

8.4. Governor Visits

The Chair thanked governors who carried out the monitoring visits last week. All reports were available on Governor Zone together with the outstanding reports from the Summer Term.

Governors commented that it had been very beneficial to come into school and welcomed the opportunity to build relationships with link subject teachers. Governors appreciated discussing the curriculum in detail, as well as observing learning first hand. Governors hoped that pupils will become more familiar with their presence in school so that they become confident about expressing their views as part of pupil voice.

It was noted that the reports for PE and ICT will be postponed to the Spring Term. This is because the Lead Subject Teacher has not previously taught in the UK, so it was agreed that he should have time to settle into his role and not take on lead subject responsibility in his first term. The ECT will not have subject responsibility for 2 years in accordance with the ECT induction programme.

Q: How did teachers feel about the visits? Were they a burden on their time or did they find them purposeful? It was felt to be really useful to have time to talk to governors, to build links and share knowledge of the subject and curriculum.

The visits felt very collaborative, and staff had expressed their appreciation of the support from governors. A significant amount of work has been carried out over the last two years in developing progression documents and curriculum statements for each

Barton Church of England Voluntary Aided Primary School

	<p>subject, and new staff and governors have been able to refer to these resources to inform their discussions.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>It was agreed that the Chair and Headteacher would meet separately to discuss possible areas of focus and dates for the visits in the Spring Term.</p> </div>	<p>CP/JM</p>
<p>9</p>	<p>STAFF APPRAISAL</p> <p>Governors were advised that the Headteacher's targets were set at the appraisal meeting on 14.11.22, but that the formal appraisal report has not yet been received.</p> <p>The targets will be discussed at the next FGB meeting in January.</p>	<p>Next FGB</p>
<p>10</p>	<p>GOVERNOR ELECTIONS</p> <p>Governors were informed that the FGB meeting on 14.09.22 was quorate except when governors who were standing for the position of Chair/Vice-Chair/Co-opted Governor were being elected and had to leave the room.</p> <p>Governors were asked to approve and ratify the appointments retrospectively.</p> <p>10.1. Ratification of Election of Chair Governors agreed to ratify the election of Chair – CP.</p> <p>10.2. Ratification of Election of Vice-Chair Governors agreed to ratify the election of Vice-Chair – CM.</p> <p>10.3 Ratification of Co-opted Governor Governors agreed to ratify the election of Co-opted Governor – CP.</p> <p>10.4. Appointment of Parent Governor Governors welcomed the appointment of Andy Higgins as Parent Governor.</p>	
<p>11</p>	<p>GOVERNOR AUDITS</p> <p>11.1. Governing Board evaluation The Governing Board evaluation had been postponed from the last FGB. Governors were reminded that the NGA recommends that governing bodies should evaluate their skills annually. The composite marks from the NGA evaluation were available on Governor Zone.</p> <p>The Chair highlighted the following points:</p> <ul style="list-style-type: none"> • The overall assessment was very positive with almost all areas rated as green or amber. • The areas rated red are: <ul style="list-style-type: none"> • Vision: the 3-year strategic plan expired during Covid, and it was agreed to postpone developing a new strategy document until Spring 2023. • Evaluation of individual contributions including a 360 degree appraisal process: the Chair and Vice-Chair do not currently undergo this process, but the Chair confirmed that they would be willing to do so if governors feel that this would be useful. <p>Governors felt that as the Chair and Vice-Chair were elected annually, this provided the chance not to nominate the incumbents for a further term if they were unhappy with their performance. It was also agreed that by carrying out annual skills audits, this demonstrated a commitment to improving governance by analysing strengths and weaknesses including those of the Chair/Vice-Chair. It was therefore agreed that it was not necessary to carry out an additional evaluation of their contributions.</p>	<p>FGB Spring ii</p>

	<p>11.2. Individual governor skills audits The NGA Individual Governor Skills Dashboard averages the results from the questionnaires that have been returned, and shows that all areas have scored a “3”. The Chair advised governors that there was at least one or more “4” for each question, demonstrating that there is a good breadth of experience across the board.</p> <p>Individual governors included comments relating to training needs, and the Chair referred governors to the prompts/links within the Dashboard summary to follow up as appropriate. If governors would like any further support, the Chair or Training Governor will be happy to recommend relevant resources.</p> <p>Q: What happens to the NGA evaluations? They are a recommendation for governing bodies to carry out each year, but are intended to be used as an internal resource, so there is no need to publish the results. If the evaluations had highlighted particular areas of concern, these could be added to the school development plan, but no major issues have been flagged.</p> <p>Q: Will the YOP need to be reviewed once the strategic vision has been developed? The vision will inform the YOP and will be developed in the Spring Term with support from the LA and Diocese as well as consultations with staff.</p>	
<p>12</p>	<p>EQUALITY OBJECTIVES</p> <p>The Equality Objectives for 2022-2025 were discussed by governors at FGB on 20.07.22. Following the meeting, the Chair and Vice-Chair worked with the Headteacher to produce a new document summarising the background to each objective, the methodology to be used to address each objective and measurable success indicators. The document was available on Governor Zone for discussion at this meeting, but has not yet been shared with staff.</p> <p>Governors were reminded that the 3 Equality Objectives are:</p> <ol style="list-style-type: none"> 1. To narrow the gap in English and Mathematics between identified groups (to be identified yearly based on data analysis) 2. To ensure that the emotional and social needs of pupils with additional needs are met 3. To extend and embed cultural capital through a continued rich range of experience, both in and beyond the school <p>Q: Will this document be available on the school website? Yes, it will be available for parents and the wider public to view. Governors are required to examine the objectives annually to review progress.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Governors approved the Equality Objectives for 2022-2025 which will be shared with staff and published on the school website.</p> </div>	<p>JM/WG</p>
<p>13</p>	<p>ACADEMISATION</p> <p>Governors were reminded that Academisation is a standing item on the agenda due to the government’s White Paper and the Schools Bill which set out the government’s plan that all maintained schools will be part of multi-academy trusts by 2030.</p> <p>The Director of Education gave a briefing earlier this month which confirmed that there is still no legislation in place which will mandate academisation, but the LA will continue to provide support and advice to schools as the situation develops. The Director’s advice at the moment is for schools to continue to monitor developments and not rush into any decisions. Ultimately the decision to join a MAT must be a question for each individual school and what is best for the pupils at that school. The Director of Education did, however, advise schools to think carefully about medium to long term sustainability.</p>	

Barton Church of England Voluntary Aided Primary School

15.1.3. Governor Expenses: This policy has been renamed Governors' Allowances Policy and is based on a model from The School Bus. Governors agreed that the maximum contribution payable towards expenses incurred as a result of attending governor duties should continue to be 3 x £7 per hour, and that claims should be submitted on a termly basis. However, governors were also encouraged to use free school facilities where possible. If governors find the timings of meetings difficult, they were urged to speak to the Chair.

Governors approved the Governors' Allowances Policy.

15.1.4. Governor Induction: This policy has been amended following the Safeguarding Audit, which requires new governors to undertake child protection training and to confirm that they have read the Safeguarding and Child Protection Policy and KCSIE as soon as possible after being appointed.

Governors approved the Governor Induction Policy.

15.1.5. Governor Visits: This policy was deferred to the next meeting.

15.1.6. Intimate Care: This policy based on model from The School Bus.

Governors approved the Intimate Care Policy.

15.1.7. Mobile Phones Policy: Governors were advised that the policy is based on a LA model and has been updated to include all smart devices.

Governors approved the Policy on the Use of Mobile Phones and Other Smart Devices in School.

15.2. Deferred

Governors noted that the following policies will be deferred to the next meeting:

- Anti-Bullying (including Cyber)
- Governor Visits
- Communication and Concerns
- Complaints Procedure
- Managing Serial and Unreasonable Complaints

Governors were advised that the LA is currently re-drafting the Complaints Procedure, and it will therefore be reviewed when the new version has been finalised, together with the Communication and Concerns Policy and the policy on Managing Serial and Unreasonable Complaints.

The following policies have recently been reviewed and therefore have no further changes:

- Relationships Education – reviewed Summer 2022
- SEND – reviewed Spring 2022

15.3. New policies

15.3.1. Uniform Policy: This policy was brought to the Resources Committee who reviewed it at their last meeting. FGB agreed to delegate this new policy to Resources to review in future.

Governors approved the Uniform Policy and agreed to add it to the Policy Review Planner for annual review by Resources in the Autumn Term.

Next FGB

Next FGB

WG

	<p>15.3.2. School Security Policy: Governors were advised that this document sets out existing practice but in the format of a formal policy, and contains the latest DfE guidance.</p> <p>Q: In Section 12 there is reference to an “Emergency Plan” – does this mean the Critical Incident Plan? Yes, depending on the nature of the emergency at school, procedures will be followed in accordance with the Emergency Evacuation and Invacuation Policy, and the Critical Incident Plan</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the School Security Policy subject to changing the wording in section 12 to make reference to the Critical Incident Plan.</p> </div> <p>15.3.3. Key Holder Agreement: As with the Security Policy, this document sets out existing practice.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Key Holder Agreement.</p> </div> <p>15.3.4. Pupil Mental Health and Wellbeing Policy: This policy is based on a model from The School Bus.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Pupil Mental Health and Wellbeing Policy.</p> </div> <p>15.3.5. Exclusion Statement: Governors were advised that it is a statutory requirement to have an Exclusion Statement. This links to the Behaviour Policy and LA Exclusion Guidance.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Exclusion Statement.</p> </div>	<p>WG</p>
<p>16</p>	<p>SAFEGUARDING</p> <p>16.1. SCR The SCR was reviewed by the Safeguarding Governors prior to this meeting. The SCR will be adapted to incorporate the changes highlighted by the Safeguarding Audit (see item 16.2).</p> <p>16.2. Safeguarding Audit The Safeguarding Review took place on 18.10.22. The Safeguarding Review and Action Plan was available on Governor Zone.</p> <p>The Audit was very thorough and involved interviewing staff, governors and pupils as well as examining files, safeguarding procedures and associated paperwork. Overall, the LA Safeguarding Adviser was very pleased with the measures in place, which can be seen by the number of areas RAG-rated green on the report.</p> <p>The areas rated amber related to:</p> <ul style="list-style-type: none"> • Updated information: it was found that school did not have the most up-to-date version of the Prevent Plan or Use of Mobile Phones Policy. The LA Adviser has sent the relevant documents which have now been updated and the Headteacher and DDSL have recently completed their Prevent Training. • Child Protection and record keeping: although records are kept, it was felt that the system could be improved. It was recommended that school use “My Concern” which is an electronic database designed to store child protection records. The software has links to social care and policing so that issues are passed automatically to the relevant agencies. Barton still uses paper forms to record concerns. The Safeguarding Adviser has requested that there is more 	

Barton Church of England Voluntary Aided Primary School

	<p>interrogation of the data – for example, how many logs come in from each class/each teacher, what the concerns relate to (e.g. playground issues, verbal abuse), whether there are trends in terms of age groups, gender etc.</p> <p>Governors discussed the “My Concern” software, but were advised that it is expensive, and as Barton is a small school, the Headteacher and DDSL know the children well, and can easily follow up any logs received by speaking to the member of staff. The audit confirms that there is a strong safeguarding culture within school, and communication between staff and families is good. The Headteacher will keep a close eye on the logs that are received to check that there are not any trends which could give cause for concern, but it was felt that any sample of data is unlikely to be statistically significant as the number of safeguarding logs remains small.</p> <p>Q: Is there experience among the staff of using “My Concern” or other online systems in other settings, and if so are there any other advantages to these? Staff do have experience of similar programmes which were useful particularly if a new child arrived from another school which used same system, as the information is transferred across immediately rather than having to wait for paper files.</p> <p>Q: If anything happened to the Headteacher, would the DDSL or another member of SLT be able to quickly take over the safeguarding files? Yes, the DDSL and Senior Teacher are both aware of the contents of the safeguarding files. The current system is effective for a small school, and if there are social care issues, actions such as TAF meetings are a more efficient use of time and money than buying into expensive software.</p> <p>Q: In an ideal world, it would be good to move to a paperless system in line with school’s project to reduce paper usage. Yes, this is true, but we need to balance the cost of the software against the relatively small amount of paper that is currently generated.</p> <p>Q: Has action been taken to address the matters that pupils raised in the report? Yes, actions are in place and this will be reviewed again in two weeks’ time.</p> <p>Governors welcomed the work that the Headteacher and School Business Manager had carried out to ensure that all safeguarding procedures were clearly documented, and that actions were already being taken to address issues highlighted by the review.</p>	
<p>17</p>	<p>HEALTH AND SAFETY</p> <p>The Chair reminded governors that H&S is now required to be a standing item on all FGB agendas. The Headteacher confirmed that H&S is also on the agenda for staff and TA meetings, and that the H&S Committee meets at least once per term.</p> <p>The recent H&S Audit and Action Plan were examined by the Resources Committee at their meeting on 09.11.22. The draft minutes from the meeting were available on Governor Zone, but the Headteacher wished to highlight:</p> <ul style="list-style-type: none"> • the very successful outcome of the report, scoring 92%; • that the LA H&S Adviser was very complementary to the School Business Manager for her thorough paperwork and the comprehensive measures in place. <p>There were a few minor issues raised in the report, which have been addressed and the action plan updated accordingly.</p>	
<p>18</p>	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher made the following points:</p> <ul style="list-style-type: none"> • The meeting with the EDRA last week was very positive. Discussions have begun about how to prepare for the SIAMS inspection next year. A pre-SIAMS visit will be arranged to give a general overview of how Barton is performing, 	

Barton Church of England Voluntary Aided Primary School

	<p>which will also identify what school may need to work on as well as what is already in place.</p> <ul style="list-style-type: none"> The Headteacher has been invited to speak at the Headteachers' Conference in Ely next week in her capacity as a new Headteacher in a small school. 	
19	<p>NETWORK CB23</p> <p>The Headteacher confirmed that Network meetings are now taking place face-to-face. The ECT had a meeting today, and the English Lead met with her counterparts last week. The location of the meetings is rotated amongst the local primary schools.</p> <p>Q: How did the English Lead find her first meeting with other English Leads? It was very helpful, and it is good to build up relationships with other Leads so that you can contact them for advice. There was a good mix of teachers who were new to the role of English Lead as well as some who were very experienced. It was a very supportive atmosphere.</p> <p>Q: There has recently been a change in the membership of the Triad – what is the rationale behind this? The Triad+1 now consists of Gamlingay (a new Headteacher), Dry Drayton and Monkfield. The rationale is for different Headteachers to get to know each other. The Headteacher still meets regularly with the Headteachers of Bourn and Haslingfield, and also has links with the Headteacher at The Vine although he now has less availability due to his new role as EDRA.</p> <p>The Chair of Governors confirmed that the Network meetings for Chairs/Vice-Chairs are also very useful.</p>	
20	<p>GOVERNOR TRAINING</p> <p>The following points were made:</p> <ul style="list-style-type: none"> The Chair had circulated slides from the recent schools' budget briefing on funding for 2023/24. The briefing advised that there was minimal change at the national level so there is no requirement to consult governors on the proposals, but if governors have any issues that they would like to raise, they should contact the Chair before Friday 2nd December. The Training Governor will be attending an online Safeguarding session on 30th November. AHi will be attending the New to Governance training programme in December as well as carrying out additional online training recommended by the Chair. There are a number of upcoming NGA sessions which may be of interest to governors: <ul style="list-style-type: none"> 24th November: Lightening disadvantage 25th November: Professional networking 14th December: Financial oversight in challenging times <p>The Training Governor requested that a copy of the “Strategic v Operational Questions for Governors” to be uploaded to Governor Zone.</p> <p>Governors also felt it would be useful to attend an online Prevent Course in view of the recommendations from the Safeguarding Audit. The Chair will circulate a link to governors.</p> <p>The Chair confirmed that she will be following up the detail of the induction checklist with AHi. LE agreed to act as mentor to AHi and the Headteacher advised that she would be happy to explain her reports in more detail if anything was not clear.</p>	<p>All govs</p> <p>CP/WG</p> <p>CP</p> <p>LE</p>
21	<p>FOBS</p> <p>The Headteacher advised governors that FOBS will be holding a Christmas Fayre which will take place inside on Saturday 10th December.</p>	

Barton Church of England Voluntary Aided Primary School

	The latest project is to raise funds to purchase a new room/pod to be used as a library. The current library has been extensively revamped, and the money from Mrs Papworth's Half Marathon run has been spent to supplement reading material, but the Headteacher is keen to have a separate, dedicated room rather than a corridor in school.	
22	<p>COMMUNICATION</p> <p>22.1. Governors' Bulletin The Governors' Bulletin will be issued at the end of term. The Chair requested contributions by Friday 16th December.</p>	CP
23	<p>REVIEW OF THE MEETING</p> <p>What have governors done at the meeting to make sure standards are being raised?</p> <p>Governors have:</p> <ul style="list-style-type: none"> • Discussed succession planning and the balance of parent and non-parent governors on the board to ensure that all stakeholders are represented. • Reviewed governor visit reports and considered the next steps to be taken to ensure that governors fulfil their role of monitoring curriculum delivery. • Examined the Safeguarding Audit and checked that recommended actions are implemented to ensure that school remains a safe place where safeguarding is paramount. • Acknowledged the role of the LA and Diocese in supporting the trajectory of school as good-outstanding to ensure the best educational experience and learning outcomes for pupils. • Analysed results of the evaluations of individual governor skills sets and the Governing Body as a whole to ensure that appropriate skills are in place to fulfil governors' legal responsibilities. • Agreed new Equality Objectives to ensure that targeted groups have equal access to educational opportunities and that mental health and wellbeing is prioritised for all. • Considered the wellbeing of the Headteacher, staff and pupils to ensure that support is provided as appropriate. • Welcomed the new role of Climate Champion and considered the implications of courageous advocacy in supporting the protection of the environment to ensure that pupils are mindful of their impact on earth's resources. • Reviewed and approved policies to ensure that school is complying with the latest legal requirements and LA guidance. • Welcomed the appointment of the HLTA to lead tutoring sessions to ensure that groups of pupils are provided with additional support and encouragement which will help them fulfil their potential. 	
24	<p>OTHER BUSINESS</p> <p>The Chair notified governors that she has recently written a letter of support for the Headteacher/SENCO regarding a particular pupil for whom the school is seeking alternative provision as part of their reduced curriculum. The letter was requested by the Headteacher/SENCO following discussions with the pupil's parents. The letter was written under "Chair's Action" where action needs to be taken urgently and there is not time to call an extraordinary governors' meeting.</p>	
25	<p>DATE OF NEXT MEETING – WEDNESDAY 25th JANUARY 2023 at 7.00pm</p> <p>The meeting ended at 8.53pm.</p>	

Scheduled meetings for 2022-23.

2022-23		FGB	Resources	Standards
Autumn	1	14.09.22	19.10.22 (Salaries)	12.10.22

Barton Church of England Voluntary Aided Primary School

	2	23.11.22	09.11.22	
Spring	1	25.01.23	15.03.23	11.01.23
	2	29.03.23		
Summer	1	03.05.23	26.04.23	05.07.23
	2	12.07.23	21.06.23	

FGB will start at 7pm and will be held in person at school.

Committee meetings will start at 7.15am unless notified otherwise and will be held via Zoom.