

Minutes of the Full Governing Body meeting held at school on 13.07.23 at 7.00p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Mrs Louise Bowes	LB	p	Mrs Sarah Penrose	SP	p
Mr Laurence Evans	LE	p	Dr Ross Stewart	RS	aa
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 4					

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

In attendance

Mrs Wendy Guest – Clerk	WG
Mrs Katie Slusar-Fletcher – Observer	KSF

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. **EDRA:** Ely Diocese Regional Adviser.

Documents issued for the FGB meeting.

Agenda, Draft FGB Minutes 03.05.23, Draft Extraordinary FGB Minutes 26.06.23, Headteacher’s Report 13.07.23, Y6 Report to Governors July 2023, Data July 2023 EYFS-Y6, Draft Resources Minutes 21.06.23, Draft Standards Minutes 05.07.23, Governor Visit Wellbeing April 2023, Governor Visit Music June 2023, Governor Visit – ECT June 2023, Safeguarding visit report Audit Action Plan May 2023, Governor visit – SEND/PP/Vulnerable Groups July 2023, Three-Year Strategic Plan Pupil Voice June 2023, FINAL Three-Year Strategic Plan, Report on Staff Consultation July 2023, Parent Consultation summary 2022-23, Collective Worship Policy June 2023, CCC Model Complaints Policy June 2023, CCC guidance notes to accompany Model Complaints Policy, Pupil Equality, Equity, Diversity and Inclusion Policy 2023, Privacy Notice – Third Parties July 2023, Equality Objectives 2022-25, Governors’ Statement of General Principles with regard to Behaviour of Pupils

	The meeting started at 7.03pm	Action
1	WELCOME REFLECTION – JM	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence Apologies were received from RS. Consent for absence was given.</p> <p>2.2. Quorum. The quorum for the meeting on 13.07.23 was 5. The meeting was quorate throughout.</p> <p>2.3. Vacancies. 2.3.1 Foundation Governors: There continue to be 4 Foundation Governor vacancies – 2 POMs, 1 Foundation Governor appointed by the Diocese and 1 Foundation Governor appointed by Grantchester PCC.</p>	

Barton Church of England Voluntary Aided Primary School

	<p>2.3.2. Parent Governor: There will be a vacancy for a Parent Governor when RS steps down at the end of the Summer Term.</p> <p>2.4. Welcome. The Chair welcomed KSF to the meeting. KSF has expressed an interest in becoming a governor.</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 – 3rd May 2023 & 26th June 2023</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 meetings on 03.05.23 and 26.06.23 The Committees Action List 2022-23 (version 9) was available on Governor Zone and documents the actions that have been completed. The Chair and Clerk will meet to update the list following this meeting.</p> <p>5.2. Matters outstanding from the meeting on 03.05.23 and 26.06.23 All other matters are covered in the agenda for this meeting.</p> <p><i>LB arrived 7.06pm</i></p>	CP/WG
6	<p>WELLBEING</p> <p>6.1. Headteacher and Staff Governors were referred to the Headteacher's Report which includes a section on wellbeing.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> • School is fully staffed for September. This is very positive both for the Headteacher's and pupils' wellbeing as it ensures continuity. The "move-up" morning went well, allowing pupils to spend time in their class from September, and providing an opportunity for teachers to build relationships with new pupils. • Appraisals are being completed for all teachers and TAs to provide feedback over the last year and recognise their contribution to school. • A further wellbeing session run by the Primary Improvement and Development Adviser was provided for teachers last week, which was very well received. More sessions have been booked for 2023/24. • Twilight sessions and Inset Days have been very productive. Teachers have worked extremely hard to finalise assessment, marking and progression documents, as well as writing pupil reports. Teachers have found this time extremely useful and feel well prepared for September. • School's financial position remains very challenging, and the situation with the catering provider, Dolce, has added to difficulties, creating a significant amount of extra work for the Headteacher, office staff and the Chair of Governors. <p>6.2. Pupils The Headteacher reported that the KS2 Trip to see "Matilda" in London had gone extremely well yesterday, and pupils enjoyed the experience. KS1 pupils at school were well looked after, and arrangements were in place for CM to be on call as Safeguarding Governor.</p> <p>Pupils have had a range of trips and visits this year, which have all been very</p>	

	<p>successful as evidenced by the feedback they provided to governors during monitoring visits. It is clear that pupils feel valued and well supported, and that provision is made for a range of emotional and mental health needs.</p> <p>Q: It is clear that the Headteacher and staff are having to take on a significant amount of extra work, and staffing numbers are decreasing further in September. Is there any scope to try and provide staff with extra support? The current Y6 cohort had multiple needs including four pupils with ECHPs. As these pupils transition to secondary school, it is not possible to retain all of the 1:1 TAs, some of whom were employed on fixed term contracts to finish at the end of this academic year. It has also been decided not to replace the Office Administrator who left at Easter, due to pressures on the school budget. Whilst the reduction in staffing causes pressures in some areas, the pupil composition next year should also reduce the demands on staff time. There will also be a SCITT Trainee next year providing support in Swallow Class (Y4). The SCITT Trainee has visited school and is very positive about her placement. Barton has a good, stable teaching team who are keen to support each other as much as possible. Appraisals are looking at ways of developing staff in the future by identifying skills and interests that can be built on to provide greater job satisfaction and support for other members of the team.</p>	
<p>7</p>	<p>CATERING PROVISION</p> <p>Governors welcomed the recent communication that had been sent out to parents outlining the changes in catering provision from September. Governors were fully supportive of the work that had been completed so far, and agreed that parents should be encouraged to order school meals to support school in their new venture.</p> <p>The Chair advised governors that it would not be possible to carry out a consultation with parents and pupils before the new arrangements are introduced due to the tight timescales involved, but there will be a full consultation by October half-term to seek parents' and pupils' views about menus, recipes, quality of meals and ingredients. This will ensure that families are happy with the new provision and will hopefully increase the level of uptake so that the arrangements are financially sustainable in the long-term.</p> <p>The current position was summarised as follows:</p> <ul style="list-style-type: none"> • Dolce have accepted our notice to terminate the contract and have agreed the end date as 31.08.23. • The Cook and Catering Assistant have confirmed that they wish to transfer to Barton under TUPE regulations. Advice is being sought from EPM to finalise these arrangements by the transfer date.. • A contract is in place with Essex School Meals Service to ensure compliance with nutritional standards, food safety requirements and to source advice on suppliers and business models. • A contact with Brakes is underway to supply food initially from September. • A contract is in place to use ParentPay's "Meal Manager" and "Meal Selection" facilities so that parents can order and pay for school meals online. • Office staff are accessing online training on the new system, and data will be inputted into the "Meal Selection" facility (provided by Cypad) over the summer holidays. <p>Governors were advised that there is a potential Health and Safety issue with the current dining tables which are heavy and difficult for staff to set up and tidy away each lunchtime. It was suggested that new fold-out tables with stools attached could be a worthwhile investment, making setting up the Hall much quicker, improving staff's wellbeing and could be used for other school events both inside and outside.</p> <p>Q: How much would this equipment cost? Each table costs £800 in the ESPO catalogue, and school would need 6 sets, which would make a total of £5k. This could be funded from the DFC budget.</p>	

	<p>Q: Would it be possible to sell the existing tables to off-set some of the cost? This could be a possibility. It might be worthwhile advertising locally or on websites such as eBay for example.</p> <p>Governors agreed that the HT and office staff should continue to research the cost of these new tables to achieve maximum value and proceed with a purchase as necessary.</p> <p>The Headteacher expressed her thanks to the Chair for the significant amount of work she has undertaken to support office staff with this transition. The Headteacher viewed bring catering in-house as a positive step forward and an opportunity to have control over the quality and future cost of school meals.</p>	
<p>8</p>	<p>RAISING STANDARDS</p> <p>8.1. Headteacher’s Report and YOP 2022-23 The Headteacher’s Report and YOP were available on Governor Zone. Many of the objectives in the YOP are rated as “amber” as they are ongoing. It was noted that there were very few objectives rated as “red”, and this demonstrated that the YOP had been a successful plan despite the challenges school had faced during 2022-23.</p> <p>The Headteacher advised governors that she had met with the LA Primary Adviser, who had welcomed the achievements in the YOP, but recommended that the document should be much more concise in future, and that the detail should be included in subject action plans.</p> <p>The Headteacher updated governors on the latest pupil numbers for September.</p> <ul style="list-style-type: none"> • YR: 16 • Y1: 9 • Y2: 12 • Y3: 15 • Y4: 20 • Y5: 18 • Y6: 15 <p><u>TOTAL: 104 pupils</u></p> <p>Governors were informed that there was still a lot of interest from prospective families, and that these numbers could potentially change further, although it is difficult to accommodate any more pupils in KS2.</p> <p>Q: Are pupils still attending tutoring sessions before school? Yes, pupils from Y2, Y3 and Y4 who have been identified as benefitting from additional support are attending sessions before school. The tutoring grant has been fully spent and the sessions will finish at the end of this week.</p> <p>8.2. KS2 SATS Results The Headteacher expressed her pride at the Y6 SATs results and the journey that many of these pupils have been on throughout their time at Barton. In particular, she praised the progress that the Y6 pupils have made over the last academic year. The Headteacher felt that their results were a testament to dedicated staff, the right curriculum and individualised approaches which have successfully supported pupils’ learning.</p> <p>The percentage of pupils meeting ARE and above are as follows:</p>	

Reading	82%
SPAG	71%
Maths	71%
Writing	65%

Q: How do the results compare against the national statistics? The percentage of Barton pupils obtaining ARE in reading, writing and maths (combined) is 58.8%. Nationally this figure is 59%. The percentage of Barton pupils achieving ARE in SPAG and maths is within 2 percentage points of the national figure, slightly lower for writing, but significantly higher for reading. The full breakdown of results is available in the report on Governor Zone.

Q: Were there any borderline results? Yes, two pupils had a scaled score of 99 in maths, but looking at their actual marks, these were at the bottom end of the range, so it is unlikely that they would have achieved the required additional marks to reach the scaled score of 100.

Q: Is there a cost to re-mark papers? No, but the results are a true reflection of pupils' ability, and there is no reason to request papers to be re-marked.

The Headteacher informed governors that some pupils had done exceptionally well, achieving a scaled score of 120 (i.e.100%) in one or two of their papers.

Governors welcomed the SATS results, and the effort put in by the UKS2 Class Teacher in particular, which had achieved such positive outcomes for this group.

8.3. Standards Committee Draft Minutes – 05.07.23

Governors noted the contents of the above minutes and had no further questions.

8.4. Resources Committee Draft Minutes – 21.06.23

Governors noted the contents of the above minutes and had no further questions.

8.5. YOP 2023-24

As highlighted under item 8.1. above, next year's YOP is to be a more concise document. It will be based on the 3-year Strategic Plan and SIAMS development plan to ensure that the objectives clearly link to school's priorities.

9 GOVERNOR VISITS

Governors were advised that the majority of reports from the recent round of visits had been discussed by the Standards Committee. However, the following reports were not available for the meeting, and had therefore been uploaded to Governor Zone to be considered by FGB:

- Wellbeing
- Music
- ECT
- Safeguarding
- SEND/PP/Vulnerable Groups

Q: What do you consider to be the strategic points from the PP/SEN visit to focus on next year? Quality first teaching and interventions need to continue to be the priority for vulnerable groups. However, it should be remembered that high performing pupils can also be vulnerable and may require additional support in other areas. There will be significantly fewer pupils with EHCPs next year, but there are a large number of pupils with lower-level needs. Expectations need to remain high, and an aspirational approach should be taken to ensure that pupils reach their potential.

	<p>Q: Will the number of PP children also reduce next year? Yes, and this will impact the level of funding. It may be that interventions need to be partially funded by the tutoring grant to ensure that needs are met.</p> <p>Governors discussed the format of the governor visit forms, following a recent Network CB23 meeting for Chairs/Vice-Chairs which looked at different models of governance. The following points were made:</p> <ul style="list-style-type: none"> • One or two questions on safeguarding, inclusion and wellbeing from a bank of questions currently being collated should be included to ensure that consideration of these areas is evidenced at each visit. • The questions on the above areas should be tailored to the focus of the visit. For example, an RE visit might examine the language that is used during lessons to ensure that it is inclusive for pupils of all faiths or no faith. An English visit might examine the class reader that has been chosen to ensure that pupil wellbeing is maintained. • Monitoring visits should have a specific strategic focus for the year, taken from the new 3-Year Strategic Plan. This may mean that next year there is less focus on subject monitoring, with some governors asked to monitor other strategic areas. • The report forms should list the strategic questions asked to evidence the focus of the meeting/visit, with conversations and observations summarised and evidence recorded to demonstrate work towards strategic goals. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>The Chair and Vice Chair will re-design the governor visit report form to reflect the above.</p> </div> <p>Governors agreed that good relationships had been established with their Subject Leads this year. Safeguarding questions need to be purposeful and focus on evidencing a strong safeguarding culture throughout school.</p> <p>Governors discussed the structure and frequency of governor meetings. In the “circle model” of governance, there are no committee meetings, just FGBs. Governors are divided into teams with a specific strategic focus, and are able to set their own monitoring targets and arrange visits. Reports come to FGB, but discussion is only about strategic issues. This model could have a significant impact on Headteacher wellbeing by reducing the number of meetings per year, but it is dependent on having a full complement of governors who are confident, experienced and able to fulfil their remit without additional support. It may be that there is a model in between Barton’s existing approach and the “circle model” described above.</p> <p>Governors wished to record their thanks to all teachers for their time and for sharing their knowledge and reflections on how teaching and learning could be improved in the future. Governors welcomed the relationships that had been built up over the last year, which have fostered a more open and collaborative approach to discussing issues.</p>	<p>CP/CM</p>
<p>10</p>	<p>GOVERNOR PERSONAL AND GOVERNING BODY SELF-EVALUATIONS</p> <p>The Chair advised governors that the evaluation forms would be sent out at the beginning of term, and the results would be discussed at the next FGB.</p>	<p>CP Next FGB</p>
<p>11</p>	<p>GOVERNING BODY STRATEGIC PLAN</p> <p>11.1. Succession Planning The following points were made:</p> <ul style="list-style-type: none"> • It was confirmed that RS will be stepping down as Parent Governor at the end of term. An election will therefore need to be held in September. 	

Barton Church of England Voluntary Aided Primary School

	<ul style="list-style-type: none"> • KSF has expressed an interest in either a Parent Governor or Foundation Governor position. It is also possible that Rev Priscilla Slusar may be interested in one of the Principal Officiating Minister roles. • The Chair of Governors is a Co-opted Governor to secure her position within the governing body, and is prepared to stand for election again next year. • The term of office for CM and AU will expire in August 2024, and both governors will need to re-apply to the Diocese if they wish to continue as Foundation Governors. • The Local Authority Governor (LE) has offered to stay until Christmas to give time for a Parent Governor to be appointed before vacating his position. <p>The terms of office are all recorded on Governor Hub, which provides functionality similar to Governor Zone, but with additional features, such as the ability to electronically sign minutes, the code of conduct and confirmation of reading KCSIE. Governor training courses are also now accessed via the Governor Hub website. The Chair advised governors that a portfolio of evidence can be compiled on Governor Hub and made available to Ofsted prior to inspection visits.</p> <p>In view of these benefits, the Chair and Clerk are to meet over the summer to determine whether to move fully across to Governor Hub.</p>	<p>CP/WG</p>
<p>12</p>	<p>SCHOOL STRATEGIC PLAN 2023-2026</p> <p>The consultation with governors, staff, parents and pupils has now been completed.</p> <p>As discussed at the Standards Committee meeting on 05.07.23, the Chair and LB met with two groups of KS2 pupils to explain the purpose and content of the Strategic Plan in general terms and ask them for their comments. The governors' report was available on Governor Zone.</p> <p>As noted by the Standards Committee, pupils were very supportive of the measures outlined in the Strategic Plan and spoke thoughtfully about the ideas that had been presented to them.</p> <p>Governors welcomed the consultation that had taken place with pupils on a potentially complex subject, and felt this demonstrated their positive commitment to ensuring that pupil voice is heard.</p> <p>The final version of the Strategic Plan was available on Governor Zone. The Plan traditionally runs from Spring to Spring, so will be backdated to January 2023.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Strategic Plan for 2023-2026 and thanked everyone involved in the consultation process.</p> <p>The Strategic Plan will be attached to the end of term Governor Newsletter to parents, circulated to all staff and published on the school website.</p> </div> <p>Governors discussed the current design of the school website and questioned whether it could be updated. It was noted that school currently has a contract with Primary Site for website design and advice on compliance. The Chair and Vice-Chair have made a wishlist of changes to be made to improve the content, but it is not possible to change the format at the current time. Due to workload pressures, office staff have not yet been able to implement all of the changes. Two governors offered to assist in this process.</p> <p><u>Post-meeting note:</u> the contract with Primary Site is due for renewal in January 2024.</p>	<p>CP/WG</p> <p>WG/CP/JM</p> <p>SP/LB?</p>

<p>13</p>	<p>ACADEMISATION</p> <p>It was agreed that Andrew Read and Sarah Conant from the Diocese of Ely should be invited to attend a standalone meeting on academisation to advise governors what this would look like for Barton School. The Chair has sent some proposed dates at the end of September for AR/SC to select from.</p> <p>Governors agreed to send any questions they had on academisation to the Chair before the next FGB. The FGB will be used to compile a final list which will be submitted to the Diocese. This will ensure that the Diocese representative has sufficient time to prepare their answers, and full responses will be given at the meeting.</p> <p>Q: What is Andrew Read’s role at the Diocese? He is now Head of Education.</p> <p>Q: Are there any other options for academisation or does it have to be with DEMAT? It appears that CE schools are expected to join a Diocese MAT (current options are DEMAT, the new ACT or new MATs proposed by groups of schools) or provide very good reasons why they wish to choose an alternative route and obtain permission to do so. Bourn set up their own academy, but this was several years ago and circumstances have changed since then.</p> <p>Governors were informed that the Headteacher and School Business Manager will be attending a Zoom session on the future for “small schools” run by Jonathan Lewis at the LA. There may be potential for small schools to join together as a MAT, but the LA has not yet confirmed this as an option.</p>	<p>All Govs Next FGB</p>
<p>14</p>	<p>CLIMATE CHAMPION</p> <p>Governors on the Standards Committee reviewed the Governor Visit report on Courageous Advocacy at their meeting on 05.07.23. Governors were confident that pupils had learnt many valuable points from their project on reducing paper usage and were aware of the action that they could take as individuals. Governors also felt that pupils understood the concept of Courageous Advocacy and the link to SIAMS.</p> <p>Governors were informed that pupils have continued to support school’s nominated charity, EACH, and some have taken the initiative to raise money outside of school. Within school, the House Teams Fundraising event raised over £2,200, 10% of which will be donated to EACH.</p>	
<p>15</p>	<p>QUESTIONNAIRE/CONSULTATIONS FEEDBACK</p> <p>15.1. Staff</p> <p>The report from the Staff Consultation was available on Governor Zone. Overall, the consultation was very positive and staff welcomed the support that they received from colleagues.</p> <p>The following steps will be taken to address the issues from the staff consultation:</p> <ul style="list-style-type: none"> • Re-introduction of the clipboard system for day-to-day communication • TA briefings will take place fortnightly, alternating between Tuesdays and Thursdays to make sure that all staff can attend. • Teacher/TA time will continue to ensure that planning is available on Google Drive for all TAs to view. Class Teachers will arrange a time to brief TAs according to their availability. • TAs working with same 1:1 pupil will be encouraged to devise a handover system, which works effectively for them. • More Subject Leadership time/PPA time to be created through smart working and differing demands on SLT time next year • Ensuring continuity of approach for all staff in Behaviour management. 	

Q: Have any other methods of communication been considered? Previously the whiteboards in the office and staffroom were used, but with pupils accessing both rooms, it is difficult to maintain confidentiality. The Grapevine and clipboard system have been working well, but not all staff are accessing these facilities regularly. The SLT surgery time on Monday mornings has also not been used by TAs. Word of mouth is often the most successful means of communicating last minute changes in a small school.

Q: Workload, unsurprisingly, has a much less positive rating than other results. Are there more steps that could be taken to address this? Teachers are struggling to cope with their workload, working long hours during the day and using their free time at weekends. The first year of a new job is particularly challenging as there are so many new systems to learn. This last year has also been difficult for more experienced staff who have had to take on multiple subject leads. Next year, the subjects will be shared across more staff with the UKS2 Teacher able to take on responsibility, but it is true that in a small school workload is always an issue due to the small number of teachers.

Q: Will the reduction in the number of TAs next year impact on teachers' workload? There are significantly fewer staff than when the Headteacher first arrived at Barton, but the majority are showing great enthusiasm, determination and resilience. With fewer 1:1 pupils, some TAs will have a general role and will be able to provide more support to teachers. There will also be a SCITT Trainee supporting the Year 4 class. Teachers recognise that their job involves a lot of work, but they are very good at looking out for each other, and feel able to admit when they are struggling. The teaching team is very supportive and will help each other wherever possible.

Q: Does the 2-year rolling curriculum ease some of the workload for teachers? Yes, but it has to be tweaked each year to reflect the change in class structure.

Governors were concerned about the workload for teachers, and expressed their frustration that there were limited strategies available to tackle this area given the pressure on financial resources. However, governors welcomed the wellbeing sessions that had been provided by the Primary Improvement and Development Adviser, and the financial contributions that had been received from parents, and felt that there was more recognition about the difficulties that school is facing.

Governors also discussed the pressure on office staff, recognising the enormous contribution that the School Business Manager makes to school, but acknowledging the impact that such a wide remit has on her wellbeing. Governors were also aware that the Office Administrator who left at Easter has not been replaced, and the other Office Administrator has been taken out of her role as a TA to provide more office cover.

Q: How does our School Business Manager's role compare to similar roles in other schools? As Barton does not have a Deputy Head, our School Business Manager takes on many responsibilities which would usually be carried out at leadership level. The School Business Manager is very competent and experienced, but the increasing number of changes (for example, budget management software, catering provision) are challenging, and her job is much more wide-ranging than it used to be.

Q: Are we considering how to make the Office responsibilities more manageable? This is an ongoing conversation. The Headteacher is encouraging the School Business Manager to work her contractual, part-time hours to improve her wellbeing. The Headteacher feels it is important to carve out parts of her job and pass them on so that there is some succession planning in place. The School Business Manager is an extremely valuable member of staff, and the Headteacher does not want to lose her, but is realistic about how sustainable her current working pattern is.

	<p>15.2. Parent The summary of responses from the Parent Consultation was available on Governor Zone.</p> <p>Overall, the responses were extremely positive. In particular, parents welcomed the introduction of the new phonics system, and the impact of the EYFS/Y1 Teacher. The more negative comments were confined to a couple of respondents and did not represent the views of the majority of parents.</p> <p>Governors felt that there were no significant common themes or major issues that needed to be addressed. The parents who had made negative comments had filled in the questionnaire anonymously and therefore could not be contacted to provide a response.</p> <p>The Headteacher advised governors that the Class Essentials Evenings in September will set out expectations and address some of the comments that had been made concerning home learning. Parents will be encouraged to talk to teachers if they have any concerns and to use social media positively and responsibly.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>The Chair will compile a summary of the responses to send out to parents at the end of term.</p> </div> <p>15.3. Pupils The pupil consultation was discussed by the Standards Committee and under item 12 above.</p>	<p>CP</p>
<p>16</p>	<p>POLICIES</p> <p>16.1. For Review</p> <p>16.1.1. Complaints Policy: Governors were advised that the Complaints Policy is a model policy from the LA. Governors agreed that it was a very comprehensive document, but felt that it would be useful to highlight the Communications and Concerns Policy to parents in September to encourage them to speak to the Class Teacher in the first instance.</p> <p style="color: red;"><u>Post-meeting note:</u> under section 3.8 of the policy, there were two possible versions. Governors agreed via email to adopt the first version which is also recommended by the LA, and states that any review should be conducted in writing only.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Complaints Policy.</p> </div> <p>16.1.2. Collective Worship Policy: Governors welcomed the new Collective Worship Policy, but noted that there were a couple of typos that needed to be corrected.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Collective Worship Policy subject to the typos being amended.</p> </div> <p>16.2. To be deferred Governors noted that the following policies will be deferred to the next meeting:</p> <ul style="list-style-type: none"> • Communication and Concerns • Managing Serial and Unreasonable Complaints • Freedom of Information 	<p>WG</p> <p>WG</p> <p>Next FGB</p>

	<ul style="list-style-type: none"> • Pupil Records • Critical Incidents • Safeguarding and Child Protection • Volunteer Helpers <p>16.3. No changes The following policies have been reviewed within the last 12 months:</p> <ul style="list-style-type: none"> • Accessibility Policy and Plan • Behaviour • Data Protection • ECT • Exclusion Statement • Governor Induction • Responding to Prejudice-Related Incidents <p>16.4. New policies</p> <p>16.4.1. Pupil Equality, Equity, Diversity and Inclusion Policy: Governors were advised that this policy is based on a model from The School Bus which has been adapted to reflect Barton’s practice.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Pupil Equality, Equity, Diversity and Inclusion Policy.</p> </div> <p>16.4.2. Privacy Notice – Third Parties: Governors were advised that this is a model Privacy Notice provided by Education ICT Service, and has been introduced in line with the new Lettings Policy.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Privacy Notice for Third Parties.</p> </div> <p>16.4.3. Whole School Food Policy: Governors were advised that a Whole School Food policy will need to be in place in September in time for the new catering arrangements. It was proposed to adopt The School Bus version, which governors agreed to in principle. The policy will be brought to the next FGB.</p>	<p>Next FGB</p>
<p>17</p>	<p>HOME SCHOOL AGREEMENT</p> <p>The Home School Agreement will be issued to parents at the Class Essentials Evening in September.</p>	
<p>18</p>	<p>SAFEGUARDING</p> <p>18.1. Child Protection Audit The Chair and Vice-Chair have examined the Child Protection Audit with the Headteacher. The Headteacher and School Business Manager have redesigned some of the safeguarding forms following recommendations from the Safeguarding Audit. Child protection files for pupils transferring to secondary school will be passed on to the new school.</p> <p>18.2. SCR The Chair and Vice-Chair reviewed the SCR on 10.07.23. There are two governors who need to complete safeguarding/child protection refresher training as their last training was 2 years ago. Governors were asked to complete this online over the summer or to attend the Inset Day on 01.09.23 when this will be covered.</p>	<p>AU/LE</p>

Barton Church of England Voluntary Aided Primary School

	<p>Governors were reminded that safeguarding/child protection training should be completed every 2 years, Prevent every 3 years, Safer Recruitment (for those with this responsibility) every 3 years and that there should be one governor who has completed HTPM training within the last year.</p> <p>18.3. Inset day – training for governors See item 18.2. above.</p>	
19	<p>HEALTH & SAFETY</p> <p>Governors were advised that the latest crack monitoring had been carried out today.</p> <p>The asbestos survey has also been carried out, and there is no asbestos in the soffits by Kingfisher/Robin Class. Work to repair these will be carried out over the summer.</p>	
20	<p>EQUALITY</p> <p>As a reminder, the Equality Objectives for 2022-25 had been uploaded to Governor Zone prior to the meeting.</p> <p>Governors were informed that recent TA and staff meetings had discussed the issue of unconscious bias towards girls, and staff felt that there was no evidence to support this.</p> <p>Progress against the objectives will be examined in more detail in September.</p>	Next FGB
21	<p>ADMISSIONS COMMITTEE</p> <p>Governors were advised that the Admissions Committee had met to discuss the possibility of admitting a pupil with high level needs into UKS2. The pupil is currently out of county but will be moving to Cambridgeshire over the summer. The Committee discussed the pupil's level of needs and the difficulties in fulfilling them. A response has been provided to the LA. It appears unlikely that Barton will be the named school as the pupil is not moving into the village.</p>	
22	<p>GOVERNOR TRAINING</p> <p>The Training Governor had circulated slides from the recent Governor Termly Briefing and highlighted the following points:</p> <ul style="list-style-type: none"> • There may be a possibility of accessing “falling roll funding” for temporary reductions in pupil numbers. • There will be new duties and expectations concerning attendance from September. • The new KCSIE will also come into effect from September. • There are a number of Ofsted announcements and LA feedback following recent inspections. • Primary Schools are receiving approximately £35k in additional funding to be paid in installments from May 2023 to cover salary uplifts and increased running costs. <p>Q: Are there criteria for pursuing the falling roll funding? The details have not yet been published. Barton does not currently have a falling roll as the pupil numbers for September are stable, but the impact of the very small YR intake in September 2022 will continue to be felt as they progress further up the school. It would therefore be extremely useful to be able to access this funding. The PAN will be discussed at the next FGB meeting in September, where governors will need to balance the need to maintain pupil numbers with the difficulties that large cohorts cause when they need to be combined with other year groups to form mixed year classes.</p> <p><i>SP left 9pm.</i></p>	

Barton Church of England Voluntary Aided Primary School

	<p>Q: Has the additional funding been included in budget setting? Yes, the funding has been factored into the budget, but Barton is still facing extreme pressures for this financial year and beyond.</p>	
23	<p>NETWORK CB23</p> <p>The Headteacher advised governors that it is likely that the Triads will change next year, and Barton will be placed in a group with other small schools rather than working with some of the larger Primaries as at present.</p>	
24	<p>FOBS</p> <p>Governors were informed that recent events (Barton's Got Talent, Sports Day and Y5/6 production refreshments) have together raised almost £1,000. The FOBS Committee are keen to use the money to support the development of a new library.</p>	
25	<p>COMMUNICATION</p> <p>25.1. Governors' Bulletin The Governors' Bulletin will be issued at the end of term together with the Strategic Plan and summary of responses from the Parent Consultation. The Chair requested contributions by Friday 14th July.</p>	CP/CM
26	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>None.</p>	
27	<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 the wellbeing of staff and pupils to ensure that steps are taken to provide support wherever possible. • Finalised the three-year Strategic Plan after extensive consultation with all stakeholder groups to ensure that standards will continue to be raised and that pupils can benefit from the best learning experience. • Examined the recommendations from recent governor monitoring visits and agreed that they should tie in more closely with the Strategic Plan to ensure that they contribute towards the same overall objectives. • Discussed streamlining the YOP so that it is a more efficient document, thereby improving the Headteacher's wellbeing. • Reviewed the composition of the governing body and looked at succession planning in order to fill current and future vacancies and ensure that there are a mix of skills, experience and diversity within the group. • Discussed academisation and agreed to commit to collective research in order to prepare questions to submit to the Diocese of Ely to address school-specific concerns. • Examined the data from the staff, parent and pupil consultations, and discussed collective themes arising from the consultations to ensure that they are incorporated into future plans for school improvement. • Celebrated the success of pupils over 2022/23, in particular recognising the significant progress and attainment for Y6, which is a cohort challenged with multiple needs. 	
28	<p>OTHER BUSINESS</p> <p>None.</p>	

Barton Church of England Voluntary Aided Primary School

29	<p>DATE OF NEXT MEETING – Wednesday 13th September 2023 at <u>6.00pm</u></p> <p>The meeting ended at 9.06pm</p> <p>The dates of meetings for 2023-24 will be agreed by the Headteacher and Chair of Governors and will be circulated as soon as possible.</p>	
-----------	---	--

Scheduled meetings for 2023-24.

2023-24		FGB	Resources	Standards
Autumn	1	13.09.23		
	2			
Spring	1			
	2			
Summer	1			
	2			

FGB will start at 6pm and will be held in person at school.

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