

## Barton Church of England Voluntary Aided Primary School

### Minutes of the Extraordinary Full Governing Body meeting held remotely on 13<sup>th</sup> October 2021 at 8.00 a.m.

#### Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Vice Chair	CP	p
Mr Laurence Evans – <i>arrived at 8.08am</i>	LE	p	Rev Marguerite Roberts	MR	na
Dr Peter Foreman	PF	p	Ross Stewart	RS	p
Prof Tim Lewens	TL	p	Mrs Anne Ugur	AU	p
Mrs Catherine Martin - Chair	CM	p			
Mrs Helen Papworth – Staff Governor	HP	p	Vacancy – Foundation Governor x 3		

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

<b>In attendance:</b> Mrs W Guest – Clerk.	WG
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#### Abbreviations used.

**FGB:** Full Governing Body, **LA:** Local Authority, **SAC:** School Admissions Code

#### Documents issued for the EFGB meeting.

**Agenda** 13.10.21, **Admissions Policy 2023/24** (tracked), **Admissions Policy 2023/24** (clean), **Explanatory note** re: Admissions Policy 2023/24, **School Admissions Code 2021**

Item	<b>The meeting began at 8.03am</b>	
<b>1</b>	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>1.1.</b> Apologies for absence Apologies were received from MR. Consent for absence was granted.</p> <p><b>1.2. Quorum.</b> The quorum for the meeting on 13.10.21 was 6. The meeting was quorate throughout.</p>	
<b>2</b>	<p><b>ADMISSIONS</b></p> <p>The extraordinary FGB had been convened to discuss admissions arrangements in light of advice from the Diocese of Ely and the new School Admissions Code, which came into force on 1<sup>st</sup> September 2021.</p> <p><b>2.1. Admissions Policy 2023/24</b> The Chair's explanatory notes concerning the Admissions Policy for 2023/24 were available on Governor Zone.</p> <p>The following points were highlighted:</p> <ul style="list-style-type: none"> <li>• Schools are required to <b>publicly consult on their admissions arrangements</b> when substantial changes are made, or every seven years if there are no significant changes. We are therefore required to go out to consultation on our arrangements for 2023/24.</li> <li>• The <b>deadline</b> for the proposed policy to be approved by the Diocese is <b>31<sup>st</sup> October 2021</b>. The Admissions Policy is normally discussed at the second FGB of the Autumn Term, but in view of the Diocese's deadline, the Governing Body needs to have approved the policy before the next scheduled FGB.</li> <li>• The <b>proposed amendments to the Admissions Policy for 2023/24</b> ensure that the <b>policy complies with the requirements of the SAC</b> which</li> </ul>	

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sets out what has to be included in schools' formal admissions arrangements and what must be specified on the school website.

Governors had no further comments or questions on the proposed Admissions Policy for 2023/24.

**Governors approved the Admissions Policy 2023/24** and agreed that it should be sent to the Diocese by the required deadline in order for wider public consultation to take place this year.

#### 2.2. Published Admissions Number (PAN) 2023/24

Governors were reminded that the current PAN for YR is 20. If governors wish to reduce the PAN, this must also be included in the consultation process.

The following points were noted:

- Admitting 20 pupils each year can cause problems with class sizes further up the school if there are two large consecutive cohorts.
- It is rare that the PAN of 20 is reached, and there is only one cohort of this size in school currently.
- Reducing the PAN could potentially have adverse financial implications, and could also be misconstrued by parents or the Diocese that Barton is a shrinking school.
- Examining the PAN each year ensures that there is scope to make changes if numbers start to become a significant problem.

**Q: Do we have an indication about the numbers of YR for next year?** No, but it appears that numbers coming through from Playgroup will be small.

**Governors agreed to maintain the PAN at 20** for 2023/24 due to the financial risks of admitting smaller numbers to YR.

**Governors will continue to keep the PAN under careful review** to ensure that numbers can be accommodated within the existing class structure.

#### 2.3. Admissions arrangements for 2021/22 (in-year) and 2022/23 (in-year and reception)

Governors were advised that the SAC applies to all admissions from now. This therefore includes in-year applications for 2021/22 as well as in-year and reception applications for 2022/23. Arrangements for this year and the next academic year have already been agreed at previous FGB meetings, but will need to be adjusted in accordance with the new requirements.

*LE joined at 8.08am.*

The Chair proposed that in order to comply with the SAC:

- **In-year admissions arrangements for 2021/22** should be published on the school website taking the relevant text from the 2023/24 policy.
- Advice will be sought from the Diocese concerning **the Admissions Policy for 2022/23** to determine whether it should be formally reviewed or whether supplementary information can be published on the school website.

Governors were reassured that Barton already follows the requirements of the 2021 SAC, but were advised that our application process needs to be described in greater detail to be more accessible for parents.

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	The Headteacher welcomed greater clarification for parents concerning admissions, and in particular, the oversubscription criteria, as this is one of the most frequently asked questions when prospective families come to visit the school.	
<b>3</b>	<b>DATE OF THE NEXT MEETING – WEDNESDAY 24<sup>th</sup> NOVEMBER 2021</b> at 7.00 pm  The meeting ended at 8.12am.	