

Minutes of the Full Governing Body meeting held remotely on 25.11.20 at 7.00p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Rev Marguerite Roberts	MR	p
Mr Laurence Evans	LE	p	Rev Keith Tarring	KT	p
Dr Peter Foreman	PF	p	Mrs Helen Thorpe	HTh	p
Prof Tim Lewens	TL	p	Mrs Anne Ugur	AU	p
Mrs Catherine Martin - Chair	CM	p	Vacancy – Foundation Governor x 3		
Mrs Caroline Parsons – Vice Chair	CP	p	Vacancy – LA Governor x 1		

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

In attendance

Mrs Wendy Guest – Clerk	WG
Ms Ruth Levine - Observer	RL
Mrs Kendra Seed - Observer	KS

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 16.09.20, Draft EFGB Minutes 16.10.20, Headteacher Appraisal Objectives 2020-21, Terms of Reference for Admissions Committee 2020-21, Terms of Reference for Health & Safety Committee 2020-21, Terms of Reference for Resources Committee 2020-21, Terms of Reference for Standards Committee 2020-21, Delegated Decisions List 2020-21, Admissions Policy 2022-23, Anti-Bullying with Cyber Policy, Attendance and Lateness Policy, Communication and Concerns Policy, Governor Expenses Policy, Governor Visits Policy, Intimate Care Policy, SEND Information Policy and Report, Use of Mobile Phones in School Policy, Remote Learning Policy, Headteacher’s Report November 2020, Report for Burwash Manor Planning Application, Draft Letter Burwash Planning Application.

	The meeting started at 7.04pm with introductions to two observers.	Action
1	WELCOME REFLECTION – Rev Marguerite Roberts	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence There were no apologies.</p> <p>2.2. Quorum. The quorum for the meeting on 25.11.20 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies.</p> <ul style="list-style-type: none"> There continue to be 3 Foundation Governor vacancies. The 2 visitors attending this meeting have both expressed an interest in these roles and the Chair will discuss whether they wish to pursue an application in due course. The Chair has been provided with details of a candidate who may be suitable for the LA Governor vacancy. The Chair has written to the candidate twice but has not yet received a response. The Chair will advise the LA if this continues to be the case. 	

3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETINGS – 16th September 2020 & 16th October 2020</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 16.09.20 The Committees Action List 2020-21 (version 3) was available on Governor Zone. Governors were advised that the following actions have been completed:</p> <p>5.1.1 Annual declaration of pecuniary interest, code of conduct and KCSIE 2020 (items 3.2, 6 and 17.3. from previous minutes). LE has confirmed he has read all three documents and will sign the relevant documentation at school. He will also continue to be Joint Chair of the Resources Committee.</p> <p>5.1.2. Training (item 9 from previous minutes). CP has undertaken Headteacher Appraisal training.</p> <p>5.1.3. Data Retention Policy (item 11.2.2.) The Clerk has been in contact again with the DPO and is awaiting their advice.</p> <p>5.1.4. Consultation with parents (item 11.2.3.) The Chair, Vice-Chair and Headteacher have been working on a condensed version of the parent consultation which will specifically focus on the new arrangements that have been put in place due to Covid-19.</p> <p>The most suitable means of delivering the survey is currently being investigated, with an online version being preferable.</p> <p>5.1.5 Consultation with pupils (item 11.2.3.) The Standards Committee agreed that it would not be appropriate to carry out the pupil consultation this term, as the focus should be on catch-up provision. The consultation has therefore been postponed to the Spring Term.</p> <p>5.1.6. Provision of hot meals (item 13.2.) Dolce have been providing hot meals since October, but low uptake continues to be a cause for concern.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors agreed that the Headteacher, Chair and Vice-Chair will explore setting up an online parent consultation questionnaire.</p> <p>The parent consultation should be issued to all families as soon as possible, so that the responses can be submitted before the end of term.</p> </div> <p>5.1.7. NGA Training Element (item 15). The Chair confirmed that the Governing Body has paid for the NGA training element. The Chair requested that governors who were interested in accessing this provision should email her to request that individual accounts are set up. NGA membership includes three hard copies of the magazine 'Governing Matters' which will be posted out to the chairs of the committees.</p> <p>5.1.7. Signatory for governor bank account (item 20). The Resources Committee agreed that the new signatory should be CP.</p>	<p>LE</p> <p>WG</p> <p>JM/CM/ CP</p> <p>All governors</p>

	<p>5.2. Actions completed following the meeting on 16.10.20 Mrs Julie Martin has been appointed as permanent Headteacher from January 2021.</p> <p>5.3. Matters outstanding from the Committees Action List There were no other matters that are not covered by the agenda.</p>	
<p>6</p>	<p>TERMS OF REFERENCE</p> <p>6.1. Resources The Terms of Reference and Delegated Decisions for the Resources Committee were agreed at the meeting on 11.11.20. Governors' attention was drawn to the increase granted to the Headteacher to authorise a single non-budgeted item not in excess of <u>£2000</u> (this figure was previously £1000). The Delegated Decision List has been amended accordingly.</p> <div data-bbox="288 600 1209 689" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved these documents with no further changes.</p> </div> <p>6.2. Standards The Terms of Reference and Delegated Decisions for the Standards Committee were agreed at the meeting on 07.10.20.</p> <div data-bbox="288 855 1209 945" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved these documents with no further changes.</p> </div> <p>6.3. Health and Safety The Terms of Reference for the Health and Safety Committee were agreed at the meeting on 04.11.20 and were discussed at the Resources Committee on 11.11.20.</p> <div data-bbox="279 1113 1219 1193" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved this document with no further changes.</p> </div> <p>6.4. Admissions There are no changes to the Terms of Reference for the Admissions Committee.</p> <div data-bbox="288 1346 1219 1444" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved the Terms of Reference for the Admissions Committee with no further changes.</p> </div> <p>6.5. Delegated Decision List The Delegated Decision List has been changed to reflect the changes in the Terms of Reference.</p> <div data-bbox="264 1601 1254 1682" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors approved this document.</p> </div>	
<p>7</p>	<p>RAISING STANDARDS</p> <p>7.1. Headteacher's Report Governors welcomed the Headteacher's Report which was available on Governor Zone.</p> <p>The Headteacher highlighted the following points:</p> <ul style="list-style-type: none"> • Y3/Y4 assessments have been carried out, and data has been entered onto Target Tracker. This shows that progress has accelerated significantly for both year groups since the initial data drop in September. 	

- **Y1/2 and Y5/6** will complete assessments including practice SATs over the next 2 weeks.
- **The second data drop will take place at the beginning of December.** This will provide the evidence to establish the rate of progress and level of achievement for all year groups.
- A summary of actions has been listed for information in terms of **Teaching and Learning, Leadership and Management, and Behaviour and Personal Development.**

Q: Could you explain why some of the data shows that pupils have progress data that is very low? This is the way the data is presented and simply reflects the fact that progress data was not available at the beginning of term. The second data drop will provide a point of comparison for the data that was obtained in September.

Q: Would it be possible to show pupils' progress from the start of the first lockdown in March to try and identify the benefits of the homeschooling materials that were made available to families? Yes, we could compare the data from Spring 1 to the data taken in Autumn 1 to provide this information.

Pupils have been rated as "well below" as they have not been able to complete the previous year's curriculum due to lockdown. This does not reflect their level of ability or potential. It has been surprising to see how much learning and confidence has been lost by some pupils whilst they were not in school, but looking at examples of their recent work, it is clear that substantial progress is being made.

The data drop in December will be a measure of what we are doing in school to drive progress forward and bridge any gaps in learning. Once we have information relating to pupils' attainment, this will show a clearer picture of where pupils are in terms of ARE. The data will be summarised in future Headteacher reports.

Q: We are fortunate as a community that there have been no positive Covid-19 tests among staff or pupils, but there have been a couple of cases where staff have had to self-isolate – how have we managed? We have had two occasions where members of staff have had to isolate because they had been in contact with other people with Covid-19 but were not unwell themselves. This has highlighted the benefits of purchasing Google Classroom and our protocols in sharing lesson plans on Google Drive.

Q: Is it just Upper KS2 who are regularly using Google Classroom? Upper KS2 are accessing it for classroom learning and it has shown to be a brilliant tool that does not just need to be reserved for remote learning. Lower KS2 are also having regular ICT lessons using Google Classroom and are starting to become more confident, and KS1 have just started to use the program. The chromebooks are an invaluable resource, and we would ideally like to purchase more so that pupils can have one each (rather than sharing or using the old laptops).

Q: If there continues to be low uptake of lunches, will our lunchtime provider be able to continue this service? Uptake has increased slightly but is still not at the levels it once was. The Catering Assistant has come back from furlough so there are now 2 Dolce staff preparing and serving meals, but school staff are also having to provide support in terms of wiping down tables between the bubble sittings, and helping to ensure that meals are served as efficiently as possible. Dolce are trying to promote meals with colouring competitions, special menus and a traditional Christmas lunch, but it is still a personal choice for families.

7.2. Standards Committee Draft Minutes – 07.10.20

Due to an oversight, the draft minutes had not been uploaded to Governor Zone. These will be circulated by the Clerk following this meeting.

7.3. Resources Committee Draft Minutes – 11.11.20

JM

WG

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	<p>to school to a minimum. Prospective parents for September 2021 who wanted to look round school, have visited school after the pupils had gone home, but we may need to review whether we should continue to do this. Visitors to school are kept to a minimum.</p> <p>Q: Is staffing stable at the moment? Yes. Our Senior teacher will be leaving at the end of her contract at Christmas. The Headteacher expressed her sincere appreciation for all of her incredible hard work, for her support in helping her transition to her new role of Headteacher, and for sharing her tremendous knowledge of Barton.</p> <p>The staffing proposal for January is still being worked through, but it is anticipated that:</p> <ul style="list-style-type: none"> • one of the teachers in Lower KS2 will step into more of a leadership role, spending Monday/Tuesday in class and Wednesdays on SLT work. She will also support the RQT in KS2; • the teacher in KS1 class will continue to support the EYFS/KS1 RQT, as well as being the Subject Leader for English; • the job-share Lower KS2 class teacher will continue with her new role of Subject Leader for Maths. <p>The timings for the pupils' lunchbreak will be adjusted from January to facilitate PPA time in the afternoon. By moving the lunch hour to 12-1pm, the afternoon will be 2.5 hours (which is the requirement for PPA time for full-time staff). The KS1 team will work together on Thursday afternoons, and the lower KS2 class team will work together on Wednesday afternoons.</p> <p>Q: Have you considered a subject leadership role for our RQTs? Yes, we are looking at how to cover leadership in a number of ways. The Upper KS2 teacher will be attending a course for New/Inexperienced PE Leads in December, and it is envisaged that he will take on this role as well as co-ordinating ICT across the school. The RQT in KS1 will also take on a subject leadership role, likely to be outdoor learning.</p> <p>Q: We have always had a focus on cultivating middle leadership so it is important that we should carry on developing staff, and relieve some of the pressure from the Headteacher. Yes, we have ideas about how best to develop our staff, and we are continuing to be well supported by our Primary Advisers who meet regularly with our newer teachers. We also have strong links within Network CB23 and staff regularly meet with their subject lead counterparts in other schools which is very helpful and supportive.</p> <p>Governors wished to echo the Headteacher's sentiments, expressing their sincere thanks to the Senior teacher leaving at the end of her contract for her tireless work during lockdown, for helping to ensure a smooth transition for re-opening with an Interim Headteacher, and for planning and delivering catch-up sessions to support the most vulnerable pupils.</p>	
	<p>POLICIES</p> <p>10.1. For review</p> <p>10.1.1. Admissions 2022-23 including PAN: As Barton is a VA school, the Governing Body acts as the admissions authority and governors are able to set the over-subscription criteria. The Governing Body is required to examine the Admissions Policy each year.</p> <p>Last year there was a detailed discussion about whether to decrease the PAN of 20 as concerns were raised that this would result in large intakes of YR pupils which would have implications for class structure as the pupils progressed through school. However, there are also potential financial implications if the PAN is reduced.</p> <p>The Chair has consulted with the Headteacher and School Business Manager, who both have significant reservations about reducing the PAN. The Chair has examined the current sizes of year groups and projected future class sizes.</p>	

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Looking at 2022-23, the current YR will move into Y2. It is anticipated that the 2021 YR intake is likely to be small (given the numbers at Playgroup, the number of enquiries from prospective parents and the lack of siblings of existing pupils), but the year after is expected to be slightly larger.

The concerns are that if the PAN is dropped, this could result in low YR numbers, and consequently low KS1 class sizes. Whilst this may be attractive to parents, it would have a significant impact on the school budget which is funded according to the numbers on roll in October each year.

Reducing the PAN (which is advertised to prospective YR parents) does not indicate a shrinking school, but that in fact the opposite; that Barton is successful and needs a way of managing the number of applications to ensure that class sizes are appropriate to deliver excellent education.

Q: How fluid are the numbers of pupils on roll? It is impossible to predict how many families will come and go within any given year, but as we are close to Cambridge a number of families move into the area due to links with the University (research, work or study) and may only stay for a temporary period of time. There are currently 104 pupils on roll.

Q: What would be the process for adjusting the PAN? Can we do this every year or should we try to forecast for the longer term? We would need to go through a consultation process with the LA which takes 18 months, which is why we are looking at the Admissions for 2022-23. We are required to look at our Admissions Policy and PAN each year.

Governors agreed that in 2022-23, it appeared likely that there would be an average size Y2 cohort (14), a small Y1 cohort, and potentially only a slightly larger YR cohort. This would result in very small KS1 classes.

Governors therefore agreed that to keep the PAN of 20 for 2022-23, and to continue reviewing it each year.

10.1.2. Anti-bullying: There have been some minor changes which are highlighted in red and relate to references/sources of information rather than the substance of the policy itself.

Governors agreed the changes to the Anti-bullying Policy.

10.1.3. Attendance and Lateness: This policy has been changed to reflect the new procedures introduced as a result of Covid-19.

Q: Could you clarify the coding for lateness? Yes, there is a different code depending on whether the pupil arrives between 9am and 9.15am or if they arrive after 9.15am (which is when the registers officially close). The first category are marked "L" and the second category "U". This simply gives an indication of how late the pupil arrived to school. If we were visited by our LAO, they would look at the codes and would question us to see what we were doing to support these pupils and enable them to arrive on time. The sentences have been taken from the official DfE document, but if they need to be made clearer for parents reading the policy, we could certainly do that.

JM

Governors agreed the changes to the Attendance and Lateness Policy subject to the clarification requested above.

10.1.4. Communication and Concerns Policy: Some minor changes have been made to the policy. There were no questions concerning these changes.

Governors approved the Communications and Concerns Policy.

10.1.5. Governor Expenses: There are no change to this policy, but governors were asked to consider whether the amount specified for “allowable expenses” was still reasonable. Governors agreed that there was no need to change this figure.

Governors approved the Governor Expenses Policy.

10.1.6. Governor Visits: No changes are proposed to this policy, although if the current Covid-19 restrictions continue to be in place in the Spring Term, the format of governor visits will need to be different. This has already been discussed by the Standards Committee.

Governors approved the Governor Visits Policy.

10.1.7. Intimate Care: A new section had been added to the beginning of the policy.

Governors approved the Intimate Care Policy.

10.1.8. SEND Information Policy and Report: The policy statement has been reworded to provide an opening statement which better reflects the ethos of the school. The only other changes are in terms of names of personnel.

Governors approved the SEND Information Policy and Report.

10.2. No changes

Governors noted that the following policies remain unchanged:

- **Complaints Procedure**
- **Managing Serial and Unreasonable Complaints**

Q: There are a number of Covid-19 versions of our policies on the school website – how long should we keep them? Are they all relevant as we are now back at school? We feel that we should leave the majority of these policies on the website in case we end up in full lockdown again. The Complaints Procedure was reviewed during the first lockdown and has been changed to reflect the restrictions in place.

10.3. New policies

10.3.1. Remote Learning Policy. This new policy is based on a model circulated by the LA and is required to be implemented by all schools.

Q: At the moment, the policy is very Covid-specific. Could there be a situation where the policy could be used to engage a child who is in hospital long-term to enable them to access learning? This policy was specifically set up for Covid-19 in case a family member had a positive test or a school bubble had to close. It is designed to enable pupils who are well but unable to come into school, to continue their learning remotely.

	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Governors approved the Remote Learning Policy.</p> </div> <p>10.3.2. Use of Mobile Phones in School. Reference to the use of mobile phones is made in the Acceptable User Policy and Code of Conduct, but due to the implementation of the NHS Track & Trace App as a measure of controlling the spread of Covid-19, all schools are now required to have a specific policy setting out the circumstances in which phones may be used. The policy is based on the model LA policy.</p> <p>Q: Are there many instances of pupils bringing phones into school? No.</p> <p>Q: Are staff allowed phones in the classroom? All class teachers may have their phones kept in their bag, but they would not use them in the classroom. If they needed to make an urgent call, they would need to go to the lobby office. All photographs are taken using a school iPad not a personal phone.</p> <p>Q: Have the AUP and code of conduct been checked to make sure there are no points that conflict with the new Mobile Phones policy? Yes, but the Clerk will double-check these documents after the meeting.</p>	<p>WG</p>
<p>11</p>	<p>SAFEGUARDING</p> <p>The Chair of Governors has examined the SCR and confirmed that all information is complete. There are however, a couple of dates which will be checked and updated as necessary.</p> <p>Governors were due to have a refresher training session on Child Protection, Prevent and Report at FGB on 25th March 2020, but the meeting was cancelled due to lockdown. The Headteacher will carry out this training at the next FGB in January.</p>	<p>CM/SA</p> <p>Next FGB</p>
<p>12</p>	<p>CHURCH SCHOOL UPDATE</p> <p>The RE Subject Lead has just completed training on the new Emmanuel Project, which was very well received. The content of the programme is much more appropriate for primary schools and has been reflected in the RE Policy (approved by Standards at their meeting in October). The training is now being offered free of charge, so as compensation for having paid for the course, school is able to tap into additional teaching resources.</p> <p>The Headteacher continues to have regular contact with the EDRA, and is very appreciative of church members coming into school to take Wednesday assemblies. GenR8 have also been extremely helpful, sending in videos for class assemblies and bringing in materials for the reflection station. Unfortunately, the two volunteers from St Peter's are not able to come into school during lockdown.</p> <p>In terms of Christmas celebrations:</p> <ul style="list-style-type: none"> • Plans are being discussed to consider holding a Christingle Service in school. • It is hoped that pupils will be able to go on walks around the village to sing carols and spread Christmas cheer to older parishioners. • Pupils have been asked to decorate the Christmas Tree at Burwash as part of a community project supported by the Parish Council. 	
<p>13</p>	<p>NETWORK CB23</p> <p>Governors were advised that:</p> <ul style="list-style-type: none"> • All teachers continue to participate in networking groups for their subject responsibilities. 	

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	<ul style="list-style-type: none"> • The Headteacher attends the Heads briefing group, has been allocated a mentor from another school in the Network, and continues to be part of a Triad with The Vine in Cambourne and Bourn Primary Academy. • The Chair and Vice-Chair have recently joined the governors network group where a number of different topics are discussed and best practice is shared between governing bodies. As a result of this meeting, it has been agreed that the Clerk should have a formal appraisal this year. • The network meetings are all taking place virtually this term. 	
<p>14</p>	<p>GOVERNOR TRAINING</p> <p>The Link Training Governor circulated two documents prior to the meeting:</p> <ol style="list-style-type: none"> 1. Material from “Taking the Chair” training session. 2. Slides from the training session on “PP interventions and diminishing the gap for disadvantaged children”. <p>The training session on PP interventions included suggested questions relating to the catch-up premium which Standards Committee will examine at their next meeting. Standards will also discuss the recent PP governor visit.</p> <p>The Link Training Governor also circulated a form to evaluate the effectiveness of the governing body which will be examined at a future FGB.</p>	<p>Next Standards Cttee</p> <p>FGB</p>
<p>15</p>	<p>FOBS</p> <p>The Joint Chairs have recently met with the Headteacher and School Business Manager to discuss future fundraising events and activities relating to Christmas. It has been suggested that FOBS should raise funds to purchase 10 more Chromebooks and to replace the projector in the Hall, and it was agreed that it would be useful to have a target figure so that parents could see how their donations were helping to reach the objective.</p> <p>The Headteacher agreed to discuss the costs of Chromebooks and a new projector (with laptop, cabling and speakers) with ICT.</p> <p>It was also suggested that FOBS could purchase some headphones so that volunteers are able to work with groups of pupils remotely. Staff would also appreciate more Barrington Stoke books.</p> <p>Governors were informed that:</p> <ul style="list-style-type: none"> • each class will receive a Christmas present and have an end of term party funded by FOBS • FOBS will help to decorate the gazebo and Christmas Tree which is being supplied by Burwash • FOBS will be holding a “virtual balloon race” starting on Christmas Day where families can purchase and customise a “balloon” and then track its progress over a Christmas-themed 7-day race starting in Lapland • FOBS have signed up to the Parentkind Grand PTA Raffle and will receive 50% of the proceeds of ticket sales • a Christmas Jumper day will be held on 16th December 	<p>JM</p>
<p>16</p>	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>None.</p>	
<p>17</p>	<p>PLANNING APPLICATION</p> <p>Governors expressed their thanks to the Vice-Chair for the comprehensive report into the planning application from Burwash and accompanying letter. Governors agreed that the proposals should be supported in principle as they would bring benefits for the wider community, but that further clarification was needed concerning access for construction traffic, parking and noise levels.</p>	

	<p>Governors discussed the proposals for the restaurant which falls under the “Class E” category of building use. Governors were supportive of the plans for a restaurant, but had concerns if the building usage changed to nursery provision in the future, and although this would seem unlikely, it was agreed that this should be specified in their formal response.</p> <p>Governors also agreed that it would be important to see the construction plan, which should have been submitted with the planning documentation, before it is put into place.</p> <p>Q: Have Playgroup seen the planning documents? They were on the list of neighbour consultees, so we should assume that they are preparing their own response. They may well have similar concerns to us in terms of parking and access via School Lane.</p> <p>Q: Is the purpose of the letter to state our objection on the grounds we have discussed or is this a pre-planning response? This is responding to the pre-planning application to say we are broadly supportive of the proposals, but want to have certain issues resolved.</p> <p>Q: Are we expecting a response? We would hope that there would be a response, particularly on the issue of the construction development plan, as this information should have been provided as part of the planning application.</p> <p>Q: Are they obliged to keep us informed? Yes, as a consultee we are required to be informed throughout the process.</p> <p>Q: Would we need to be careful about the security of the perimeter of school? This will be more of an issue with the next application for courtyard 4 which abuts the playing field. The current planning application has no physical boundary with school.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>Governors approved the text of the letter, and agreed that the Chair should send it on behalf of the governing body.</p> </div> <p><i>RL left meeting at 9.06pm.</i></p> <p>Governors also discussed whether it would still be possible for parents to park at Burwash and have a safe thoroughfare to school during and after the construction process. It was agreed that this was a discussion to be had neighbour to neighbour rather than as part of the formal planning consultation process.</p>	<p>CM</p>
<p>18</p>	<p>COMMUNICATION TO PARENTS</p> <p>Contributions to the governors’ termly bulletin should be sent to CM by Wednesday 9th December. The bulletin will be issued to parents on Friday 11th December.</p>	<p>CP/LE/PF</p>
<p>19</p>	<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 best timing and method for carrying out parent and pupil consultations; • considered staff and pupil wellbeing, and discussed how staff will be adapt to cover some of the responsibilities following staffing changes; • examined the Admissions Policy, giving careful consideration on how to manage future numbers on the school roll and the resulting impact on resources; • reviewed the data from the recent assessments which demonstrate the level of progress, and welcomed the fact that the next data drop will give a full picture of how the whole school is performing; 	

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	<ul style="list-style-type: none"> discussed and approved a number of policies including remote learning and the use of mobile phones; evaluated the planning application from Burwash Manor giving support to improving community facilities as well as considering how to keep pupils and families safe during major construction work; looked at documents from governor training courses which will help to evaluate PP interventions and progress; discussed the new Headteacher appraisal targets and how they are designed to impact the progress of our school, ensuring that pupils recover lost learning, and that the recovery and catch-up provision are managed effectively; identified ICT equipment which would benefit school and prioritised this as a fundraising objective for FOBS; discussed how to develop the relationship between the governing body and the role of Clerk, ensuring that the most effective support is provided to governors and that governors are able to contribute towards the successful personal development of the Clerk; taken steps to ensure successful succession planning with the Vice-Chair joining the Network CB23 Chairs group, meeting regularly with the Chair and Headteacher and shadowing the Chair in other aspects of her role; invited visitors to attend the meeting with the view to potentially recruit new Foundation Governors. 	
20	OTHER BUSINESS None.	
21	DATE OF NEXT MEETING – WEDNESDAY 20th JANUARY 2021 at 7.00pm <u>via Zoom</u> The meeting ended at 9.14pm.	

Scheduled meetings for 2020-21 ALL TO TAKE PLACE REMOTELY.

2020-21		FGB	Resources	Standards
Autumn	1	16.09.20	30.09.20 (Salaries)	07.10.20
	2	25.11.20	11.11.20	
Spring	1	20.01.21	17.03.21	11.01.21
	2	24.03.21		
Summer	1	05.05.21	28.04.21	14.04.21
	2	14.07.22	07.07.21	30.06.21 (Pupils)