

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held remotely on 05.05.21 at 7.00p.m.

**Present**

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

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

**In attendance**

Mrs Wendy Guest – Clerk	WG
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**Abbreviations used.**

**DBE:** Diocese Board of Education, **EDRA:** Ely Diocese Regional Adviser, **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 24.03.21, Committees Action List v8 2020-21, Draft Resources Minutes 14.04.21, Draft Standards Minutes 28.04.21, Headteacher’s Report 05.05.21, Recovery, Development and Improvement Planning April 2021, Quality First Teaching, Barton COVID-19 Risk Assessment March 2021, Data Protection Policy March 2021, Safeguarding and Prevent Training May 2021, Keeping Children Safe in Education update January 2021, Brook Traffic Light Tool, Ofsted Review of Sexual Abuse Checklist for Schools, EST Primary Harmful Sexual Behaviour Risk Assessment 2020.**

	The meeting started at 7.05pm	Action
1	<b>WELCOME REFLECTION</b> – Rev Marguerite Roberts	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>2.1. Apologies for absence.</b> Apologies were received from TL. Consent for absence was given.</p> <p><b>2.2. Quorum.</b> The quorum for the meeting on 05.05.21 was 6. The meeting was quorate throughout. Governors confirmed that they were in a private room for the meeting.</p> <p><b>2.3. Vacancies.</b></p> <ul style="list-style-type: none"> <li>There continue to be <b>3 Foundation Governor vacancies</b>. There has been interest in one of the vacancies, and the candidate hopes to be able to attend the next FGB. The vacancies continue to be publicised in the Barton Bulletin.</li> <li><b>LA Governor vacancy.</b> There have been no further applicants suggested by the LA for this position.</li> <li><b>Parent Governor.</b> There will be a Parent Governor vacancy from 9<sup>th</sup> May when LE’s term of office expires. The Chair thanked LE for his service over the last 4 years, and was particularly grateful for his ICT skills and knowledge which have been of great benefit to the school.</li> </ul>	



**Q: Have all adults completed resus training?** The Teachers and TAs have all completed their annual training.

**Q: Are the issues general anxiety or linked to lockdown?** They are deeper, longer-term issues than we first perceived, so are not simply a matter of readjusting following lockdown. Parents are aware of the support that is being provided within school, and are also accessing external support in a number of cases.

**Q: Are the trips that are planned for the Summer Term helping to boost pupils' morale?** Yes, there is a Tudor Day taking place in school for LKS2 and all the children are very excited. They will also have a day trip to Grafham Water, and UKS2 will have their residential at Grafham as well as a trip to Cambridgeshire Archives. KS1 will be going to Wandlebury, and a number of options are being considered for EYFS. It is encouraging to see a little bit of normality returning for our pupils, and staff have ensured that measures to protect against Covid-19 are in place for all forthcoming trips.

## **6.2. Headteacher and Staff**

The Headteacher advised that all staff (teachers, TAs and office staff) are pulling together to support each other and to help the pupils. There are a lot of events and initiatives to organise this term on top of day-to-day requirements and the additional challenges caused by the successive lockdowns, so workload is an issue. As the restrictions are lifted, each phase impacts on how school operates, and needs to be discussed and planned accordingly.

**Q: Is everyone managing to keep their head above water?** Yes, we are all doing the best we can and are just working very hard. We are trying to facilitate the Maths Lead to attend training to develop her expertise and middle leadership skills, but this means other staff taking on overtime hours. The Maths training is very helpful, and has already impacted how we monitor Maths books across the school, ensuring that all staff are informed about issues and progress, and how this impacts on teaching. However, it is proving challenging to cover everything at the moment, particularly with a member of staff off long-term. We are fortunate to have our casual TA who is currently working many more hours than normal, as well as both LKS2 teachers who are putting in extra hours, but this is not sustainable in the long-term, and there is no flexibility in current staffing if any other staff are absent. We have considered using supply cover, but the budget has been very tight, and we are also aware that the profile of some of our classes means that it would be better to use existing staff as they know our children well, and understand the strategies that work best.

**Q: Why are pupils more anxious now than at the end of last term?** It appears that coming back after Easter has been difficult for a number of pupils. Some were increasingly anxious after the holiday because it meant another break in their learning just as they had got used to being back at school (having returned for 3 weeks in March), and they then had to readjust a second time to coming back. This second readjustment has been much harder. We are aware that a number of pupils are having support from Family Workers, GPs or counsellors.

**Q: Is there anything as a governing body that we can do to support staff?** Ideally, we would like to be able to employ more staff especially as we have lost a number of highly qualified members of the team over the last year, but this depends on affordability, and how governors feel we should prioritise other budget pressures.

### **Governors agreed:**

- **that any proposals from the Headteacher to make workload more manageable should be explored and, if there were resource implications, brought to the Governing Body.**

7	<p><b>RAISING STANDARDS</b></p> <p><b>7.1. Headteacher's Report: Recovery, Development and Improvement Plan</b> The Headteacher's Report was available on Governor Zone. The Chair welcomed the provisions within the report to support successful learning, and the achievements that have already taken place.</p> <p><b>Q: Could you clarify the position relating to EHCP reviews?</b> We have had 2 annual ECHP reviews this half-term for pupils with existing provision, and both were very successful with a number of very positive comments. We are currently in the process of applying for a ECHP needs assessment for another pupil.</p> <p><b>Q: Looking at the projected numbers for 2021/22 and tracing their progress through school, it appears that there will be an issue when the projected Y2 and Y3 cohorts will be in the same class (in 2022/23)?</b> Yes, this will need to be addressed in future as they are 2 large cohorts. It is difficult in a small school to balance the need to increase the number of pupils on roll to support a 4-class structure, with the consequence of having to juggle numbers in mixed year classes. We have recently had requests for places in September, but are also mindful that other families may move on so it is difficult to predict exactly how many pupils will be on roll from one year to the next. However, we are keeping numbers continually under review, and may need to consider a cap on certain year groups.</p> <p><b>Q: What do the projected numbers look like beyond 2021/22?</b> The information we have is that the intake for EYFS is likely to increase based on the LA's latest demographics.</p> <p><b>7.2. COVID-19 Risk Assessment</b> The latest version of the Risk Assessment was available on Governor Zone. There were no further questions.</p> <p><b>7.3 Catch-up Funding</b> Governors were referred to the Headteacher's report, where there is a breakdown of the provisions for each class, demonstrating how catch-up funding is being used. As explained under item 6.2, the measures for KS1 have had to change slightly due to the class TA being absent, but the casual TA is providing as much cover as she can.</p> <p><b>Q: Are we still receiving catch-up funding in regular installments?</b> Yes, we received the Summer Term catch-up payment of £3466, which takes our annual funding to £8320. However, the cost of employing an additional TA in KS1 for 4 mornings is £9k, and we are also paying the casual TA and LKS1 teacher to do extra hours for catch-up interventions, so the funding does not cover staffing costs.</p> <p><b>Q: Will catch-up funding continue in September?</b> The SFA has advised that the funding is expected to continue although there is no indication of the likely figures.</p> <p><b>7.4. Standards Committee Draft Minutes – 14<sup>th</sup> April 2021</b> The minutes were available on Governor Zone. Governors did not have any questions on the minutes.</p> <p><b>7.5. Resources Committee Draft Minutes – 28<sup>th</sup> April 2021</b> The minutes from were available on Governor Zone. The Headteacher reported that after a slow start, there is now an encouraging take-up for the Windband project next year, and the budget position is much better than reported to Resources Committee. It appears that explaining to parents about the requirement for instrument tuition as part of the music curriculum has helped to persuade families that the option of learning from professional music tutors represents excellent value for money.</p>	
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<p>8</p>	<p><b>SCHOOL BUDGET</b></p> <p>Governors were referred to the papers which were available on the Resources pages of Governor Zone. The Resources Committee examined the budget in detail at their last two committee meetings and recommended it should be brought to FGB for formal approval.</p> <p>The Clerk shared the 3-year cost centre report on screen. Governors noted that the budget continues to be very tight, but that the carry-forward this year is better than hoped. Governors wished to pass on their thanks to the School Business Manager for her continued careful management of the school's finances ensuring the best possible position in challenging circumstances.</p> <p><b>Q: Has there been any more news about the School Condition Allowance?</b> The School Business Manager is in contact with the Diocese and the Property Manager to submit more information to evidence our requirements.</p> <p>There were no other questions on the school budget.</p> <div style="border: 1px solid black; padding: 5px;"> <ul style="list-style-type: none"> <li>• <b>Governors approved the School Budget for 2021/22.</b></li> <li>• <b>The budget will be submitted to the LA by 7<sup>th</sup> May 2021.</b></li> </ul> </div>	<p>JM/SA</p>
<p>9</p>	<p><b>POLICIES</b></p> <p><b>9.1. For review</b></p> <p><b>9.1.1. Data Protection Policy:</b> Governors were informed that changes have been made to the policy by the ICT Department to reflect UK legislation after Brexit, and that references to EU Directives have been removed. The content and ethos of the policy remain the same.</p> <div style="border: 1px solid black; padding: 5px;"> <p><b>Governors approved the Data Protection Policy.</b></p> </div> <p><b>9.1.2. Freedom of Information Policy:</b> Governors were advised that this policy will be deferred to the next meeting.</p> <p><b>9.2. Deferred in line with agreement at FGB on 20.01.21</b> Governors noted that the following policies will not be reviewed at this meeting:</p> <ul style="list-style-type: none"> <li>• <b>Behaviour</b></li> <li>• <b>Collective Worship</b></li> <li>• <b>Critical Incidents</b></li> <li>• <b>Governor Induction</b></li> <li>• <b>Safeguarding and Child Protection</b></li> <li>• <b>Volunteer Helpers</b></li> </ul> <div style="border: 1px solid black; padding: 5px;"> <p><b>Governors agreed to discuss how to manage policies at the next FGB to ensure that the policy review planner does not become too out of step, but that the timetable is manageable for the Headteacher and relevant staff.</b></p> </div>	<p>Next FGB</p> <p>Next FGB</p>
<p>10</p>	<p><b>CONSULTATIONS</b></p> <p>The Chair advised that the purpose of this item was to discuss a timetable and objectives for the consultations, and that the details of what the consultations will cover will be finalised as below.</p> <p><b>10.1. Pupils</b> The pupil consultation was discussed at the Standards Committee meeting on 14.04.21. The Headteacher, Chair and Vice-Chair will discuss the details of the questions which will be tailored for each key stage.</p>	<p>JM/CM/CP</p>



- **The responsibility for safeguarding lies with everyone.**
- The **definition** of safeguarding is to protect children from maltreatment, and take action to ensure that they are able to have the best outcomes.
- **Staff receive training on safeguarding annually** at the September INSET day. Staff are aware of the possible signs of abuse, know children well, and are therefore well placed to assess what may be out of character for them.
- **Logging concern forms** are available in the staff room and on Google Drive for all to access.
- The **Designated Safeguarding Leads** are the Headteacher and School Business Manager.
- Governors need to be aware of the **Safeguarding Wheel** how the 12 spokes impact on the safeguarding of pupils. Governors must also ensure that safeguarding is considered in every decision that is taken by the governing body.
- **Policies** concerning safeguarding are available on the school website for all parents/visitors to access.
- Pupils are **taught about eSafety**, and deal with topics such as **inclusion and not keeping secrets** in **PSHE, RSE and Citizenship**. If pupils raise a matter that is of concern, this will be addressed appropriately.
- **Risk Assessments** are in place for all school trips, H&S issues and Covid-19.
- **Safer Recruitment** and regular scrutiny of the **Single Central Record** are essential practices embedded in school.
- Staff and visitors are made aware of **whistleblowing procedures** and their responsibility to take appropriate action if they have any concerns.
- **Visitors/extra-curricular providers** are all DBS checked or will be escorted whilst on the premises and are not left unattended with pupils. Visitors sign in and out, and are made aware of procedures.
- **SEND pupils** are at increased risk of abuse. Staff working with these pupils ensure that they are visible to other staff and promote inclusion with other pupils.
- **KCSIE** was updated in January 2021 to specify that **governors must “ensure that they comply with their duties under legislation. They must have regard to this guidance to ensure that the policies, procedures and training in their school is effective and comply with the law at all times”.**

Ofsted have devised a Safeguarding Checklist for schools as part of their Review of Sexual Abuse. This document was available on Governor Zone. As there have been an increasing number of people coming forward with allegations linked to the past, Ofsted are focusing on what opportunities schools give to their pupils to raise concerns. The Brook Traffic Light Tool has been distributed to all teachers and TAs to heighten their awareness of inappropriate sexual behaviours and how to respond.

**Q: Do we have concerns about what children have been exposed to during lockdown?** This has not been an issue for most of our pupils, but we always need to be aware of the possibility that pupils may have been exposed to inappropriate content. We want to prepare our older pupils for secondary school so that they feel safe, know what is acceptable and what is not, and are confident about speaking to a trusted adult. Our duty is to educate without alarming pupils. RSE builds on learning as pupils get older, and Ofsted set out 12 points linked to RSE that staff will need to address over the next few months. As a church school, we place a great deal of importance on teaching our children values including the Barton “B’s” so that they know how to look after themselves.

Training on the wider safeguarding culture was also provided at the recent Governor Termly Briefing. The Training Governor has circulated these documents which will be uploaded to Governor Zone.

	<p><b>11.2 Prevent Training delivered by the Headteacher to Governors</b>                  The Headteacher has recently completed her Prevent training. This formed the basis of the training presentation to Governors which is available on Governor Zone. All governors were encouraged to read the document</p> <p>The most important duties for the Prevent Lead are:</p> <ul style="list-style-type: none"> <li>• to raise awareness,</li> <li>• to assess the risk of pupils being radicalised, and</li> <li>• to exercise due diligence regarding external speakers.</li> </ul> <p>All staff must keep an open mind when considering issues of extremism, terrorism and radicalisation. As with safeguarding, staff are best placed to know the pupils and identify any behaviour that is out of character or that causes concern.</p> <p>Prevent aims to stop any extremist act before it occurs by being vigilant for any signs of grooming, radicalisation or fundraising. Staff need to be aware that pupils may come into unintentional contact with an inappropriate role model and that this can quickly escalate if left unchecked.</p> <p>The Powerpoint training showed a list of signs to help recognise vulnerability to radicalisation. All staff need to be aware of pupils who may be at increased risk, <b>notice, check and share</b> any issues that are causing alarm with the DSL or Prevent Lead so that the relevant bodies can be contacted.</p> <p>Assemblies cover a range of themes which reinforce the message of talking to an adult if a pupil has any concerns.</p> <p>Governors thanked the Headteacher for the <b>training update</b>. Governors agreed that it was everyone's responsibility to ensure that school is a safe place and to act on any concerns.</p>	
<p><b>12</b></p>	<p><b>CHURCH SCHOOL UPDATE</b></p> <p>The Headteacher continues to have regular meetings with the EDRA. Most recently the EDRA has asked to see information relating to the gaps analysis due to Covid-19 and examples of remote learning.</p> <p>The Bishop carried out a Lent study on the theme of "Hope", and asked Headteachers for examples of how they addressed HOPE at their schools. At Barton we cited the Easter Breakfast and HOPE as <b>Help in Overcoming Problems Everyday</b> as two approaches linked to the theme.</p> <p>The Chair has also had contact from the Diocese to express their gratitude for all the work carried out at Barton since the lockdown was lifted.</p>	
<p><b>13</b></p>	<p><b>NETWORK CB23</b></p> <p>Governors were advised that:</p> <ul style="list-style-type: none"> <li>• the Headteachers' Network meetings continue to take place;</li> <li>• the English Lead is taking part in a writing moderation meeting;</li> <li>• the Maths Lead continues to access training and support through the Network;</li> <li>• the EYFS teacher is attending Network information sessions on the new EYFS Framework.</li> </ul> <p><b>Q: Are the meetings useful even when you are unable to visit each others' schools?</b> Yes, but it is true that nothing beats face-to-face meetings, where it is easier to build up professional relationships.</p>	
<p><b>14</b></p>	<p><b>GOVERNOR TRAINING</b></p> <p>The Training Governor had circulated a number of documents prior to the meeting which will also be uploaded to Governor Zone. The following points were highlighted:</p>	

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	<ul style="list-style-type: none"> <li>• The <b>EEF</b> has published a “<b>Coronavirus support guide for schools on implementing catch-up strategies</b>”.</li> <li>• A one-hour <b>online training course</b> is being offered to governors who are involved in monitoring the <b>SCR</b>.</li> <li>• The training course on “Improving outcomes for disadvantaged pupils” is now full, but there is <b>SEND training</b> on 20<sup>th</sup> May and 9<sup>th</sup> June.</li> <li>• ICT are offering <b>training on Data Protection post-Brexit</b>.</li> <li>• The <b>Cambridgeshire/Peterborough Virtual School</b> have produced a workbook which contains links to <b>4 YouTube webinars on the Education of Children in Care</b>.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Governors agreed:</b></p> <ul style="list-style-type: none"> <li>• That the <b>Training Governor</b> will examine the <b>EEF Coronavirus support guide</b> and identify recommendations which may be appropriate for Barton.</li> <li>• That the <b>Vice-Chair</b> will attend the <b>online training course on SCR</b> with school staff next week.</li> <li>• That the <b>Vice-Chair and Training Governor</b> will watch the webinars on the <b>Education of Children in Care</b> to ensure that the governing body is aware of responsibilities for schools, responsibilities of governors, and statutory requirements for staff.</li> <li>• That the <b>Chair</b> will liaise with Coton and Haslingfield Schools to find out whether there is interest in arranging a <b>joint in-house training session on “How to support a new Headteacher”</b></li> </ul> </div>	<p><b>AU</b></p> <p><b>CP/JM/office</b></p> <p><b>CP/AU</b></p> <p><b>CM</b></p>
<p><b>15</b></p>	<p><b>ITEMS ADVISED BY THE LOCAL AUTHORITY</b></p> <p>None.</p>	
<p><b>16</b></p>	<p><b>COMMUNICATION</b></p> <p><b>16.1. Governors’ Bulletin</b> The Governors’ newsletter will be issued to all parents at the end of term. The Chairs of the sub-committees were asked to send in their contributions by 16<sup>th</sup> July.</p>	<p><b>PF/LE/CP/CM</b></p>
<p><b>17</b></p>	<p><b>REVIEW OF THE MEETING</b></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"> <li>• taken part in refresher training on Safeguarding and Prevent to ensure that they know how to keep school a safe place for all pupils.</li> <li>• discussed the wellbeing of the school community, to ensure that the environment is one where pupils are able to learn and staff are able to teach.</li> <li>• approved the school budget for 2021/22 to ensure financial security in the years ahead.</li> <li>• discussed the use of catch-up funding to ensure that interventions are planned to provide maximum impact to learning.</li> <li>• discussed the format and timing of pupil, parent and staff consultations to ensure that views of all stakeholders are considered.</li> <li>• considered how best to facilitate swimming lessons and keep children safe.</li> <li>• ensured that school is meeting their obligations in terms of Data Protection.</li> <li>• welcomed the ongoing support available to teachers within the CB23 network to enable our teachers to continue to develop their professional development to benefit our pupils.</li> <li>• discussed the projected numbers of pupils on roll and how this may impact on class structure in future.</li> <li>• implemented new governor email addresses to ensure the appropriate management of documents and data and to promote professional governance.</li> </ul>	

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<b>18</b>	<p><b>OTHER BUSINESS</b></p> <p>The Chair advised governors that the Diocese and School Governance Team had approached her to take part in another Appeal Panel, and that the Vice-Chair has agreed to take this on.</p> <p>Governors welcomed the fact that Barton is valued by the LA, Diocese and School Governance Team as being able to provide support or assistance to other governing bodies. This evidences our School Development Priority to be an outward-looking school offering peer-to-peer support.</p> <p>Governors wished to end the meeting by recording their thanks to all staff for their hard work and commitment in challenging circumstances.</p>	
<b>19</b>	<p><b>DATE OF NEXT MEETING – WEDNESDAY 14<sup>th</sup> JULY 2021 at 7.00pm <u>via Zoom</u></b></p> <p>The meeting ended at 8.47pm</p>	

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

<b>2020-21</b>		<b>FGB</b>	<b>Resources</b>	<b>Standards</b>
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)