

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held on 27th November 2019 at 7.00 p.m.

Governing Body

Mrs C Coulson – Head	CC	p	Dr M Penston	MP	p
Mr L Evans	LE	p	Rev M Roberts	MR	p
Dr P Foreman	PF	p	Rev K. Tarring	KT	p
Prof. T Lewens – Vice Chair	TL	aa	Mrs H Thorpe	HTh	p
Mrs C Martin - Chair	CM	p	Mrs A Ugur	AU	p
Mrs C Parsons	CP	p	Vacancy – Foundation Governor x 3		

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

In attendance: Mrs W Guest – Clerk.	WG
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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 (Confidential version) 18.09.19, Draft FGB Minutes (Public version) 18.09.19, Terms of Reference (including Salaries) Resources Committee 2019-20, Terms of Reference Standards Committee 2019-20, Terms of Reference Health & Safety 2019-20, Terms of Reference Admissions Committee 2019-20, Barton Delegated Decision List 2019, Draft Standards Minutes 06.11.19, Draft Resources Minutes 13.11.19, Headteacher Appraisal Priorities 2019-20, Admissions Policy (for admissions in 2021-22), Anti-Bullying with Cyber Policy 2019, Complaints Policy and Procedure 2019, Single Equality Policy, Single Equality Accessibility Plan, Managing Serial and Unreasonable Complaints, Traffic Survey Petition Y6 pupils 27.11.19, Headteacher Ofsted Update Training Autumn 2019

Item	The meeting began at 7.50pm after a presentation by Anna-Marie Cooper about Governance under Academisation (see separate notes)	
1	WELCOME REFLECTION – Rev Marguerite Roberts	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence TL – apologies for absence were received. Consent for absence was agreed.</p> <p>2.2. Quorum. The quorum for the meeting on 27.11.19 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies. HTh was welcomed to the Governing Body as the newly elected Staff Governor. There continue to be 3 Foundation Governor vacancies. Governors were advised that the Chair has registered these vacancies on the LA recommended website and spoken to Barton and Grantchester PCCs. All agreed that the vacancies should be publicised at school to see if any parents qualify to be a Foundation Governor.</p>	CC/CM
3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETING – 18th September 2019</p> <p>Governors approved these minutes as true and accurate. The public version of the minutes will be filed in the office and uploaded to the main school website. The confidential copy will be kept in the Headteacher's office.</p>	

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5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 18.09.19. The Committees Action List (version 9) was available on Governor Zone. Governors were advised that all other FGB actions have either been completed or are covered in this meeting.</p> <p>Post meeting note: The Clerk has checked and confirmed that the Data Protection Policy reflects the move to Google Drive.</p> <p>5.2. Matters arising following the meeting on 18.09.19 There were no other matters arising that are not covered in this meeting.</p> <p>Q: How are the leadership arrangements working now that the co-headship has ended? There have been several instances that have required immediate action over the last few weeks, which has meant that these issues have had to take priority, but it is working really well and the staff are very positive.</p>	
6	<p>TERMS OF REFERENCE</p> <p>6.1. Resources The Terms of Reference and Delegated Decisions for the Resources Committee were agreed at the meeting on 13.11.19.</p> <p>Governors approved these documents with no further changes.</p> <p>6.2. Standards The Terms of Reference and Delegated Decisions for the Standards Committee were agreed at the meeting on 06.11.19:</p> <p>Governors approved these documents with no further changes.</p> <p>6.3. Health and Safety The Terms of Reference for the Health and Safety Committee were agreed at the meeting on 09.10.19 and were discussed at the Resources Committee on 13.11.19. Governors were advised that the Terms of Reference have been changed to reflect that the committee is now chaired by a member of SLT (instead of the Headteacher).</p> <p>Governors approved this document with no further changes.</p> <p>6.4. Admissions There are no changes to the Terms of Reference for the Admissions Committee.</p> <p>Q: Has the Admissions Committee ever taken any action? It has rarely been necessary for the committee to meet as the Headteacher has mostly been able to determine admissions in line with the Admissions Policy but legally we are required to have an Admissions Committee in case there is an issue with accepting an application.</p> <p>Governors approved the Terms of Reference for the Admissions Committee with no further changes.</p> <p>6.5. Delegated Decision List The Delegated Decision List reflects the Terms of Reference of all committees.</p> <p>Governors approved this document.</p>	
7	<p>RAISING STANDARDS</p> <p>7.1. Headteacher's Report: YOP 2019-20</p>	

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<p>Governors were advised that due to the change in the frequency of data drops (now 3 per year), the data for end of Autumn term is not yet available but will be by next FGB in January. However, the KIT visit with our Primary Adviser was positive. One of the recommendations from the visit was to adjust EOY targets in the YOP to provide clearer information on how non-SEN pupils were progressing i.e. taking SEN pupils out of the data %. This increases the % of pupils to be on track to reach ARE by the end of the year. Progress for SEN pupils will continue to be monitored carefully and reported separately within the YOP and all (SEN and non-SEN) data will still be included in the national figures.</p> <p>Q: Could data for PP also be included in the YOP? In the recent meeting that PP/SEN governors had with the SENCo, data was provided to show that 12% were making accelerated progress in reading, 63% in writing and 38% in maths. One of the outcomes of the meeting was that it would be useful to compare progress between PP and non-PP children. In the next data drop the comparison will be included.</p> <p>Q: As our data drops now occur at the end of the term, and therefore after the FGB, would it be better to change our agenda so that the first FGB of each term focuses on the YOP and the second FGB on the Headteacher's written report? Yes. The time that has been saved from doing additional data drops has been used to discuss interventions and how best to use volunteers, which has been extremely beneficial to pupils and staff well-being.</p> <p>Q: Another outcome of our PP/SEN meeting was to try and get national data to compare progress for PP children. This could be possible, but as we only have a small number of PP children, it might not be very beneficial. There is a breakdown of SEN/EAL/PP data July 2019 on "School on a Page", which is on the Governor Zone</p> <p>7.2. Standards Committee Draft Minutes – 06.11.19 The Standards Committee recommended that the FGB discuss how the Curriculum Policy fits with the Statement of Intent and subject policies.</p> <p>Governors were advised that when the Primary Adviser visited school, she gave a talk to staff on Ofsted's expectations and requirements. The powerpoint presentation from this talk is available on Governor Zone.</p> <p>Ofsted will carry out a "deep dive" in up to 4 areas including Maths and English. These areas will be chosen during the preliminary phone call to the Headteacher. The Headteacher will recommend that Ofsted examine History and Science but it is possible that other areas may be chosen.</p> <p>Governors agreed that the Curriculum Policy and Marking Policy provide the overarching framework for learning within school.</p> <p>The Statement of Intent provides the context in which learning will take</p> <p>The National Curriculum provides the basis for planning. There are 4 milestones (EYFS, Key Stage 1, Lower Key Stage 2, Upper Key Stage 2, for each subject with objectives for each milestone to ensure clear progression throughout school. Governors agreed that their visits should focus on these objectives, examining what is being taught in the classroom as well as speaking to pupils about their learning to determine whether these objectives are being met and that there is a clear Learning Journey for the subject.</p> <p>Q: Do children find it easy to choose their own library books when they become free readers? Not always. We are looking at ways of supporting pupils to choose appropriate levels of books, and to encourage them to choose different types of texts to stretch their boundaries. We are in the process of overhauling the school library to make it more accessible, by colour coding books according to ability.</p>	CC
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	<ul style="list-style-type: none"> • The Headteacher's workload is extremely challenging. At the Performance Management appraisal it was suggested that the Headteacher should have some time off site to provide a period of uninterrupted work time, but this has not yet been possible to implement. <p>Q: Are there any additional steps that can be taken to ease these areas? Not at the moment, but it is important to keep them under review.</p>							
9	<p>STAFF APPRAISAL</p> <p>Governors were advised that the Headteacher appraisal targets are available on the Governor Zone.</p> <p>The targets have been cascaded down to teachers in their appraisals, and the TA appraisals will be completed by the end of next week.</p>							
10	<p>POLICIES</p> <p>10.1. For review</p> <p>10.1.1. Admissions Policy 2021-22 including PAN</p> <p>Governors were advised that the Policy for 2021-22 needs to be approved by the end of December.</p> <p>The Chair confirmed that as a VA school, Barton is able to set its own over-subscription criteria.</p> <p>Schools are also required to consider their Published Admissions Number (PAN). The current PAN is 20, but in previous discussions at FGB, there has been some debate about whether to move to a PAN of 15 which would fit better with seven year groups (as the maximum capacity at Barton is 120 pupils).</p> <p>Governors were advised that the Headteacher, Chair of Governors and EYFS Governor have met with the Playgroup Trustees and the Lead Early Years Business and Governance Adviser to discuss future EY provision, and this meeting established that there is no likelihood of having nursery provision at Barton School for the foreseeable future.</p> <p>Governors noted that the Admissions Policy indicates that the PAN is 20 for YR to Y6, and not just for YR as previously understood. Governors asked for clarification on this matter, as it does not reflect what Barton is able to do in practice.</p> <p>Governors discussed the advantages and disadvantages of reducing the PAN:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="text-align: center; padding: 5px;"><u>Advantages</u></th> <th style="text-align: center; padding: 5px;"><u>Disadvantages</u></th> </tr> </thead> <tbody> <tr> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> • Having a PAN of 15 provides greater flexibility and control over the school roll as schools are able to choose to admit pupils over their PAN. </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> • It may look as though Barton is a shrinking school if it reduces the number of pupils it is able to admit. </td> </tr> <tr> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> • Reducing the PAN would avoid running the risk of two consecutively large year groups, which then causes problems for mixed age classes higher up the school. The maximum number of pupils in a KS1 class is 30. </td> <td style="padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> • If the PAN is reduced to 15, could there be a risk that the LA will automatically start trying to admit children elsewhere before checking if they can be accommodated at Barton. </td> </tr> </tbody> </table>	<u>Advantages</u>	<u>Disadvantages</u>	<ul style="list-style-type: none"> • Having a PAN of 15 provides greater flexibility and control over the school roll as schools are able to choose to admit pupils over their PAN. 	<ul style="list-style-type: none"> • It may look as though Barton is a shrinking school if it reduces the number of pupils it is able to admit. 	<ul style="list-style-type: none"> • Reducing the PAN would avoid running the risk of two consecutively large year groups, which then causes problems for mixed age classes higher up the school. The maximum number of pupils in a KS1 class is 30. 	<ul style="list-style-type: none"> • If the PAN is reduced to 15, could there be a risk that the LA will automatically start trying to admit children elsewhere before checking if they can be accommodated at Barton. 	CC
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	<p>Governors agreed the policy.</p> <p>10.1.4. SEND Governors were advised that the SEND policy needs some minimal material corrections to ensure it is in line with the new Behaviour Policy. There are no other proposed changes.</p> <p>Governors agreed the SEND Policy subject to the minor changes noted above.</p> <p>10.1.5. Equality Policy and Schemes Schools are no longer required to have separate schemes for disability and gender, but that there is still a requirement to have an Accessibility Plan.</p> <p>Governors agreed the changes to the Equality Policy and Schemes</p> <p>10.2. No changes Governors noted that the following policies remain unchanged:</p> <ul style="list-style-type: none"> • Attendance and Lateness • Communication and Concerns • Governor Expenses • Governor Visits • Intimate Care <p>10.3. New Policies</p> <p>10.3.1. Managing Serial and Unreasonable Complaints. This policy links to the Complaints Procedure under 10.1.3.</p> <p>Governors agreed the Managing Serial and Unreasonable Complaints Policy which will replace the current Persistent Harassment Policy.</p>	<p>CM/WG</p>
<p>11</p>	<p>SAFEGUARDING</p> <p>11.1 KCSIE 2019 Governors who had not signed the KCSIE declaration at the last FGB were asked to confirm that they had read the document.</p> <p>11.2. SCR Governors were advised that the Safeguarding governors have examined the SCR and that all information is complete. The dates of governor induction training will be checked and updated as necessary.</p>	<p>WG</p>
<p>12</p>	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher advised governors that staff are finding it difficult to incorporate all elements of “Understanding Christianity” into their planning for the RE curriculum, so the Headteacher and RE Lead are currently looking at alternatives which include suggested lesson plans.</p> <p>The Diocese continue to advise a 66/33 split between teaching Christianity and other religions. At the RE governor visit last term, it was recommended that there should be more comparison of Christianity with other religions and that it may be necessary to buy in a new scheme of work. .</p>	
<p>13</p>	<p>NETWORK CB23</p> <p>The following events are being organised by the network:</p> <ul style="list-style-type: none"> • Public speaking competition • Holiday orchestra 	

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	<ul style="list-style-type: none"> Staff networking opportunities (for subject leads, NQTs, Headteachers, SENCOs) <p>The Headteacher praised the very supportive nature of the network, with participating schools able to provide a range of opportunities for staff.</p> <p>The Chair confirmed that she had sent round the date for the Governors' Network meeting which took place on 23rd November. Unfortunately, none of the governors was able to go, but there may be another meeting and dates will be circulated once known.</p>	
14	<p>GOVERNOR TRAINING</p> <p>The Training governor circulated a number of emails concerning training prior to the meeting. The following areas of interest were highlighted:</p> <ul style="list-style-type: none"> There is a course on "Developing and Monitoring the Primary Curriculum" which will take place on 13th January 2020. There are a number of online modules available for governors unable to attend courses during the day. <p>Governors had an extremely helpful briefing session prior to the meeting which highlighted a number of useful points to explore further if considering academisation at any stage. Governors agreed to keep a note of the points raised for future reference and to keep the issue of academisation under review, but not to take any further action at this time.</p>	
15	<p>FOBS</p> <p>A number of successful fundraising events have been held this term including the Autumn Show, Winter Disco, Bags 2 School and class cake sales.</p> <p>Preparations are well underway for the Christmas Fayre on Saturday 30th November, which again is being sponsored by local business, Wallis & Son. A number of stallholders are taking part, with raffle prizes donated by local businesses and support from parents and pupils to help with running the games. A Barton School calendar has been produced with photos taken by members of the school Camera Club.</p> <p>FOBS' bank balance currently stands at £7k but it was noted that £4k is earmarked towards the changing rooms project.</p> <p>FOBS have recently donated £950 at school's request to fund the following projects:</p> <ul style="list-style-type: none"> To purchase new library books; To provide an end of term pantomime for the whole school; To top up the donations received from Y6 parents to plant a hedge along the path next to Playgroup. 	
16	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>All of the items are currently in hand or have been referred to the appropriate committees.</p>	
17	<p>COMMUNICATION TO PARENTS</p> <p>Contributions to the governors' termly bulletin should be sent to CM by Monday 9th December. The bulletin will be issued to parents on Friday 13th December.</p>	PF/LE/TL
18	<p>REVIEW OF THE MEETING</p> <p>What have governors done at the meeting to make sure standards are being raised?</p>	

