

Minutes of the Full Governing Body meeting held at school on 12.02.25 at 6.00p.m.

**Present**

Julie Martin – Headteacher	JM	p	Caroline Parsons – Chair	CP	p
Louise Bowes	LB	p	Sarah Penrose	SP	p
Alice Hedges – Staff Governor	AHe	p	Emma Pilgrim	EP	p
Andy Higgins	AHi	p	Priscilla Slusar	PS	p
Charlie Lankester	CL	p	Katie Slusar-Fletcher	KSF	p
Katie Norman	KN	p			
<b>Vacancies:</b>					
<ul style="list-style-type: none"> <li>• Foundation Governor x 3</li> </ul>					

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

**In attendance**

Wendy Bartlett – Clerk	WB
------------------------	----

**Abbreviations used.**

**ARE:** Age Related Expectations, **ECT:** Early Career Teacher, **EDRA:** Ely Diocese Regional Adviser, **FGB:** Full Governing Body, **FOBS:** Friends of Barton School, **LA:** Local Authority, **MHST:** Mental Health Support Team, **OFSTED:** Office for Standards in Education, **RESA:** Religious Education and SIAMS Adviser, **RWE:** Religious and Worldviews Education, **SBM:** School Business Manager, **SFA:** School Financial Adviser, **SFVS:** Schools Financial Value Standard, **SIAMS:** Statutory Inspection of Anglican and Methodist Schools, **YOP:** Yearly Operational Plan.

**Documents issued for the FGB meeting.**

**Agenda, Draft FGB Minutes** 04.12.24, **SIAMS SEF** 2024/25, **Headteacher’s Report** 12.02.25, **YOP** 2024/25, **3-year Strategic Plan** Feb 2025, **SEF, Draft Resources Minutes** 29.01.25, **Attendance 360, Letter re: attendance below 90%, Letter re: persistent lateness, Governor Visits Record** Feb 2025, **Governor Visit – Pupil Premium** 10.12.24, **Governor Visit – PP NGA PP Tool** 10.12.24, **Governor Visit – PP strategy statement** 2024/25, **Governor Visit – Safeguarding** 15.01.25, **Crib notes for policies** 12.02.25, **ICT System Disaster Recovery Plan** Jan 2025, **Accessibility Plan** Feb 2025, **Accessibility Policy** Feb 2025, **Child-on-Child Abuse Policy** Feb 2025, **LAC/PLAC Policy** Feb 2025, **Supporting Pupils with Medical Conditions** Feb 2025, **Volunteer Policy** Feb 2025, **British Values Policy** Feb 2025, **Mobile Phones and Devices in Schools Policy** Feb 2025, **Young Carers Policy** Feb 2025, **Guidance on the Use of Images** Feb 2025, **Draft H&S Minutes** 22.01.25

	The meeting started at 6.05pm	Action
1	<b>WELCOME REFLECTION – JM</b>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>2.1. Apologies for absence</b> There were no apologies. KSF had notified the Chair that she would be late to the meeting.</p> <p><b>2.2. Quorum.</b> The quorum for the meeting on 12.02.25 was 6. The meeting was quorate throughout.</p> <p><b>2.3. Vacancies</b></p> <p><b>2.3.1 Foundation Governors:</b> Governors were informed that CL’s application to become a Foundation Governor was ratified by Ely Diocese on 05.12.24. There are now 3 Foundation Governor vacancies – 1 POM (Grantchester), 1</p>	

**Barton Church of England Voluntary Aided Primary School**

	Foundation Governor appointed by Grantchester PCC, and 1 Foundation Governor appointed by Ely Diocese.	
<b>3</b>	<b>DECLARATION OF INTEREST</b>  There were no declarations of interest for the meeting.	
<b>4</b>	<b>MINUTES OF THE PREVIOUS MEETING – 4<sup>th</sup> December 2024</b>  <b>Governors approved</b> these minutes as true and accurate. The minutes will be uploaded to the school website as a public record.	<b>WB</b>
<b>5</b>	<p><b>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</b></p> <p><b>5.1. Actions completed following the meetings on 04.12.24</b> The Committees Action List 2024-25 (version 3) was available on Governor Zone and documents the actions that have been completed.</p> <p><b>5.1.1. Policies Committee (item 16.5 from previous minutes):</b> the Chair has been liaising with the Chair of Meridian Primary School for advice on how they review their policies. A committee will be formed once advice has been obtained.</p> <p><b>5.1.2. School website (item 14 from previous minutes):</b> the meeting with governors did not take place due to SIMS being migrated onto school's server. The Headteacher and office staff have examined the website in detail, and have completed the template provided by Juniper to request how the new website should be configured to make it more user-friendly for existing and prospective families. Two of school's regular volunteers will take new photos to upload to the gallery.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>It was agreed that when the website goes live, that it would be useful for governors to review the content and gallery to ensure that information is easily accessible and compliant with statutory requirements.</b></p> </div> <p><b>5.2. Matters outstanding from the meetings on 04.12.24</b> There were no other matters which are not on the agenda.</p>	<p><b>CP/LB/KN/ WB</b></p> <p><b>KSF/SP/WB</b></p>
<b>6</b>	<p><b>WELLBEING</b></p> <p><b>6.1. Headteacher and Staff</b> The Headteacher informed governors that there is a very positive atmosphere in school. Workload continues to be demanding and staff are ready for a half-term break, but new staff are enthused about their experience at Barton, and are very grateful for the support they are receiving from colleagues.</p> <p>Office staff continue to have a large amount of change to deal with in terms of finance, MIS systems and migrating files across to Teams. Staff are familiarising themselves with the new systems and processes, and are beginning to prepare for year end and the new financial year.</p> <p><b>6.2. Pupils</b> The Headteacher reported that overall, pupil wellbeing is positive. Recent visitors to school (CSOC, GenR8 and Those History People) have all been very complimentary about pupils' behaviour and their engagement with learning. Individual needs continue to be addressed with support from external agencies.</p>	
<b>7</b>	<p><b>RAISING STANDARDS</b></p> <p><b>7.1. Headteacher's Report and YOP 2024-25</b> Governors were referred to the above documents which were available on Governor Zone.</p>	

Governors were asked for questions on the documents.

**Q: The Headteacher's Report advises that school is in a position to maintain the 5-class structure for 2025/26. At the last FGB, finances were looking very challenging. Can you explain how the situation has changed?** The Headteacher explained that school has received some very generous donations from members of the community, including a substantial anonymous donation to FOBS which was also gift-aided. The SFA has been consulted and has confirmed that school are in the fortunate position to continue to afford a fifth teacher next year. The Headteacher asked governors to keep this matter confidential as although teachers are aware, it has not been shared with TAs or parents.

**Q: Has the teacher who is currently on a 1-year fixed term contract been asked to stay for another year?** Yes, and she is delighted that her contract can be extended.

The Headteacher was overwhelmed by the recent generosity to school, and advised governors that the ability to continue with a 5-class structure has made a huge difference to staff's wellbeing. It will also result in significant benefits for pupils next year.

Governors also expressed their surprise and appreciation for the donation, and felt that it demonstrated that the donor had confidence in Barton School, and wanted it to continue to succeed and thrive. Although the donation was anonymous, governors felt it was important to continue with outreach work in the community to promote school's profile and demonstrate pupils' achievements.

The Headteacher also thanked FOBS for their continued fundraising efforts, which are very valued and have resulted in a significant amount of money which will be needed for other essential projects.

*KSF arrived at 6.21pm.*

**Q: Will the class structure be the same next year?** This will be discussed in more detail with staff before any communication is sent to parents.

**Q: Is staffing likely to be stable next year?** It is still early to say, but the new class structure has removed a lot of uncertainty for teachers, and, as noted above, they are all very positive about their experience at Barton. There may be some minor changes including changes of hours for TAs, but it would be very beneficial if the core teaching staff remained the same. The significant change for next year is that the SBM is planning to retire in July. This will have an impact not only on how the office is structured, but also on clerking support to the governing body if the current Clerk is successful in obtaining the SBM role. This will be discussed in further detail over the next half-term.

**Q: It looks as though there will be a slight drop in pupil numbers as the Headteacher's report mentions three pupils who are moving to other settings. The report states that one pupil is struggling with friendships?** Governors were reassured that steps had been taken to try and address friendship difficulties, and that this was not symptomatic of a wider problem within the peer group. The pupil in question is on the waiting list for a nearby school so will be staying at Barton for now. The Headteacher and Class Teacher will continue to support the pupil and family in the meantime.

Governors also welcomed the new placement that has been found for the KS1 pupil with high-level needs. The new setting is much larger with specialist facilities and will enable him to receive the support that he needs.

Governors were sorry to learn that another pupil has recently left, but accepted that without transport, the commute from a neighbouring village to Barton was difficult to juggle with parental work commitments.

**Q: Has a transfer date been agreed for the KS1 pupil with high-level needs?** The

family and the new school are very keen for the pupil to start as soon as possible, but there are ongoing difficulties contacting the START team. The Headteacher is continuing to chase for a response, and it is hoped that the pupil will be able to transfer before Easter.

**Q: Will the pupils who are leaving have an impact on funding?** The pupil funding that school receives is determined by the numbers on roll for the October census. However, the SEN Team will claw back funding received for the pupil with an EHCP for any period after they are no longer on our roll.

**Q: Are there enquiries from prospective families wanting to move to Barton?** A new family is visiting school tomorrow with a child who is currently in Y4. As there is no space in the LKS2 class, we will be unable to offer a place this year, but there will be capacity in September. There were some enquiries for places in Y6 before Christmas, but as the year group is over PAN, these requests have been turned down. Families continue to contact school for information about places in YR. The applications will be ranked in March and the LA Admissions Team will notify families if they have a place in April. There are currently 14 applicants who have specified Barton as their first choice. Some families listing Barton as their second choice may be unsuccessful with their application to their first-choice school. Our PAN for 2025-26 is 15 but we could accept over PAN if the class structures allow.

**Q: How have the letters concerning lateness and absence been received?** Letters were sent to a total of 12 families, and there have been no negative responses to date. Absence letters were sent to parents whose child's attendance had fallen below 90%, and lateness letters were sent to families who had arrived after 8.50am on 4 or more occasions this half-term. There has been some improvement since the letters were issued, but the Headteacher is still having to remind a few families of the importance of arriving at school on time, and is also continuing to receive several requests for leave of absence during term-time.

Governors felt that the tone of the letters was positive, encouraging parents to contact the class teacher to discuss any issues that might be impacting their child's attendance/punctuality, and also signposting them to other external sources of support. Governors welcomed the steps that had been taken, and that **overall, attendance is 96.2%**.

**Q: Is it still difficult to find a slot for regular TA briefings?** Yes, all the TAs are part-time and have different patterns of work so there is not one day when they are all in school. The briefings have to take place on Tuesday or Thursday during breaktime as these are the only days that the Headteacher is not involved in Collective Worship. There continues to be "surgery time" with the Senior Teacher on Monday mornings, but this opportunity is not taken up. Regular communication takes place via the weekly staff Grapevine and clipboard in the office. The Headteacher also tries to speak to all TAs during break/lunchtimes.

**Q: The issue of communication with TAs is regularly raised during the annual staff consultations. Would it be better to carry out the staff consultation earlier in the year to tackle any concerns at an early stage and to give time to implement suggestions?** Yes, this would be a good idea and would help to ensure that staff feel valued. A follow-up meeting could be arranged towards the end of the year to assess whether communication has improved.

**Q: Does the issue with communication mainly concern the TAs or do teachers feel the same way?** Teachers have weekly staff meetings and are good at communicating with each other throughout the week. All teachers are full-time, so it is easy to catch colleagues to discuss issues.

**Q: Do teachers have time to discuss lesson plans and other issues with TAs?** Yes, there is usually time between lessons or at the start of the day. There are fewer TAs in each class which also makes communication easier.

**Governors agreed that the staff consultation should take place after the Easter holidays to ensure that there is time to implement any actions arising from the**

**consultation.**

**The Chair, Headteacher and Staff Governor will liaise to review the questionnaire and agree dates for the consultation to take place.**

**JM/CP/AHe**

**Q: Has the writing moderation taken place with other local CB23 schools?** Yes, all teachers were at Coton Primary School earlier this week to carry out moderation with Haslingfield and Coton teachers, for all year groups. The feedback on Barton pupils' writing was very positive across the board. It was noted that independent work in EYFS was impressive and was over and above the scaffolding provided by the class teacher. Y6 pupils were also praised for their flair for language. Teachers found it a very useful session where they could share ideas and take encouragement from the learning that their pupils demonstrated.

The Headteacher advised governors that the LA's English Adviser had also recently visited Barton to meet with teachers and provide training during a staff meeting. The LA's Maths Adviser is also regularly coming to school to provide support. It has been suggested that a parents' evening to look at the Maths curriculum should be arranged in the Summer Term to provide information about the work that will be covered in the following year, and to explain ways to support pupils with areas which many pupils find more difficult, such as evidencing their answers to problem questions.

**7.2. SEF**

As a reminder for governors, the School's SEF was available on Governor Zone, and summarised the progress that had been made against the priorities in the school development plan for the 2023/24 academic year. The SEF is reviewed at the end of each year, and should be read in conjunction with the YOP which provides the latest information.

Governors had no further questions on the SEF.

**7.3. Resources Committee Draft Minutes – 29.01.25**

Governors noted the minutes from the most recent Resources Committee meeting.

Governors were advised that a decision is yet to be taken concerning the **Property Management contract** (item 4.1.4). At the Resources meeting, governors concluded that the preferred option would be to award the contract to Cath Conlon, but noted that it would be sensible to ask other schools for their experience of Property Managers before making a final decision.

The Headteacher advised governors that there are concerns about how available Cath Conlon would be as she has moved out of the local area and does not appear to attend meetings in person any longer. The cost of their contract has been reduced, but is not dissimilar to the cost of the contract with the current Property Manager, PSA.

PSA have recently visited school and have researched options to replace the old convector heaters as well as requested quotes for new perimeter fencing. PSA is also involved in the ongoing insurance claim concerning the Hall sloping window and is in the process of contacting contractors to find out the best option for the Robin Class outdoor surface. The Headteacher and SBM are now wondering if it would make more sense to continue with PSA for one more year, but to make it clear that the contract will be terminated in March 2026 if there continue to be delays progressing projects.

Governors were advised that the other option would be to accept the quote from PCM, who come with positive testimonials from several local schools, but are £900 more expensive.

**Q: Are PSA at the point of starting new projects and if so, would it be difficult to transfer the information gathered so far to a new company?** PSA are in the process of obtaining quotes to determine the best option for replacing the heating, fencing and Robin Class surface, but none of these works have started yet. We believe that the information gathered could be shared with a new Property Manager, as it has already been shared with us at school.

**Q: What are the main concerns about PSA?** The main frustrations are the length of time it takes for the Property Manager to respond to requests for information and to progress projects. Liaison between PSA and the Diocese where works have involved SCA have also been challenging. PSA are based in Stamford, so it is not always easy for them to make time to come down for meetings.

**Q: It seems likely that there will always be projects that are ongoing when the Property Management contract is due to be renewed. Is there any particular reason not to change contracts now?** The main reasons are to do with handover of existing projects and whether this will cause a delay in progressing works or applying for funding.

**Governors felt unable to make a final decision about the Property Management contract without further information regarding PCM and whether the additional cost would outweigh any possible benefits in responsiveness and project-progression. Governors requested that further testimonial evidence be sought regarding PCM and that the HT and SBM have a further conversation with PSA requesting assurances from PSA for the coming year. Based on these conversations, an extraordinary Resources Committee meeting could be called to make a final decision.**

JM/SA

**7.4. Attendance, lateness, RAID, exclusions, eSafety**

**7.4.1. Attendance and lateness:** As noted under item 7.1 above, letters have been issued to families who frequently arrive late to school or whose child's attendance has dropped below 90%.

**7.4.2. RAID and exclusions:** There have been no issues.

**7.4.3. eSafety:** Information to raise awareness of eSafety is regularly included in the Barton Bulletin, and families are signposted to websites with tips on how to keep children safe online.

**Q: Do we know if Y6 pupils have a WhatsApp group as there have been very serious issues involving Y7 students at CVC?** We are aware that Y6 children will contact each other individually, but parents on the governing board are not aware of any Y6 group at this time.

**Q: Would it be possible to raise awareness amongst Y6 parents prior to pupils' transition to secondary school?** Yes, this would be a very good idea, and a briefing could take place after the Grafham information session for parents which is scheduled for Spring 2.

**It was agreed that KSF would attend the Grafham briefing session to provide additional information for Y6 parents concerning eSafety, in particular monitoring children's access to WhatsApp groups.**

KSF

**7.5. Governor Visits**

The Chair thanked governors for their reports from this term's visits.

**7.5.1. Pupil Premium:** The report relating to the PP visit (comprising cover sheet, completed NGA monitoring tool and a copy of the PP Strategy Statement) was available on Governor Zone. Governors examined the PP strategy statement with the aid of the NGA PP monitoring tool, with the Headteacher. Governors concluded that the use of PP funding was well-considered and effectively directed. Staff know PP pupils and their families well and are in a good position to assess their individual, specific needs. There will continue to be a focus on writing, and the next governor visit will monitor progress and attainment as well as examine resources and support for PP and other vulnerable groups.

**7.5.2. Safeguarding:** Governors met with the Caretaker and SBM to examine

Barton Church of England Voluntary Aided Primary School

	<p>the condition of the perimeter fencing in light of the DfE Site Condition Report which rated some areas of the boundary treatment as “poor”. It was noted that the initial plans drawn up by PSA do not address all of the requirements of the condition report or the DfE’s standard requirements for school fencing. The SBM has obtained amended plans and quotes are being obtained, but school is in a conservation area and therefore the metal fencing required by DfE may not be approved at planning stage. The SBM is to follow up the boundary recommendations with a view to a future SCA application to the Diocese. This is likely to result in a significant cost, with governors needing to contribute 10%.</p> <p><b>7.5.3. RWE:</b> Link Governors visited all classes (except for Skylark) and examined floor books and a sample of RWE books to evidence the work that pupils had carried out. Governors were very impressed with consistency between the classes and observed that children were well engaged with their learning and were very thoughtful in their approach. Action points are included in the monitoring report and relate to obtaining additional staff/pupil voice, focusing on place of worship visits planning, staff subject knowledge development and pupil perspective of RWE enrichment days.</p> <p><b>7.5.4. Outstanding reports:</b> It was noted that the following reports are outstanding:</p> <ul style="list-style-type: none"> <li>• Music</li> <li>• English/Phonics</li> </ul> <p>In addition, it was agreed that the following visits should be arranged:</p> <ul style="list-style-type: none"> <li>• a <b>PE visit</b> to examine the impact of SP funding on PE provision</li> <li>• an <b>MFL visit</b> to examine the differences in Spanish provision</li> <li>• a further <b>Safeguarding visit</b> to work through some case studies using the LA’s checklist on safer recruitment</li> <li>• a further Safeguarding visit with the HT as DSL</li> </ul>	<p>LB EP/SP</p> <p>EP CP CP</p>
<p>8</p>	<p><b>ACADEMISATION</b></p> <p>There were no further updates to report.</p>	
<p>9</p>	<p><b>SUSTAINABILITY/CLIMATE ISSUES</b></p> <p>Governors were advised that all schools are required to have a Climate Action Plan and Sustainability Lead in place by Autumn 2025. A template is currently being worked on by the Senior Teacher, SBM and Office staff.</p> <p><b>Q: Would school be able to introduce an Eco Council as a way of involving pupils in climate issues?</b> Yes, we will need to look at raising the profile of sustainability within school as part of the work on the Climate Action Plan.</p>	<p>JM/HP</p>
<p>10</p>	<p><b>POLICIES</b></p> <p><b>10.1. For Review</b> The Clerk had uploaded a list of notes to Governor Zone summarising the changes to policies.</p> <p><b>10.1.1. ICT System Disaster Recovery Plan:</b> Governors were advised that the plan is based on a model from Derbyshire LA and covers areas recommended by The ICT Service. It is more comprehensive than the previous Disaster Recovery Plan.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Governors approved the ICT System Disaster Recovery Plan.</b></p> </div> <p><b>10.1.2. Accessibility Policy and Plan:</b> Both the policy and plan are based on models from The School Bus. The Accessibility Plan has been amended to include measures taken to ensure that trips are inclusive and to reflect the needs of a pupil with cystic fibrosis. Governors were advised that an Access Audit should be carried out annually by the Governing Body and SENCO, and</p>	

that the Accessibility Plan will need to be further updated before the Autumn Term to ensure that the physical needs of a new pupil will be fully met.

**Governors approved the Accessibility Policy and Plan, and agreed that an Accessibility Audit should be carried out at the end of the Summer Term and reviewed in October half-term to ensure that measures are in place to meet pupils' needs.**

CP/JM

**10.1.3. Child-on-Child Abuse Policy:** Governors were advised that there are minor changes to this policy relating to new legislation, DSL responsibilities and Early Help.

**Governors approved the Child-on-Child Abuse Policy subject to a typo being corrected on page 4.**

WB

**10.1.4. LAC and PLAC Policy:** Governors were advised that it is proposed to replace the existing policy with a model policy from The School Bus which is more comprehensive.

**Governors approved the LAC/PLAC Policy and agreed that the Link Governors should be the same as for PP/SEN/Vulnerable Groups.**

EP/PS

**10.1.5. Supporting Pupils with Medical Conditions Policy:** This policy has minor changes relating to new responsibilities for governors, and a new section to confirm that school now holds spare asthma inhalers for emergency use.

**Governors approved the Supporting Pupils with Medical Conditions Policy.**

**10.1.7 Volunteer Policy:** Governors were advised that it is proposed to replace the existing policy with a model policy from The School Bus which is more comprehensive.

**Governors approved the Volunteer Policy.**

## 10.2. To be deferred

The following policies will be deferred to the next meeting:

- Bereavement and Loss
- Freedom of Information
- Records Management Policy
- Relationships Education
- Remote Education

## 10.3. No changes

- British Values
- Mobile Phones and Other Devices
- Young Carers

## 10.4. New policies

**10.4.1. Guidance on the Use of Images:** Governors were advised that new guidance has recently been issued and updated by the LA.

**Governors welcomed the new guidance and the clarity it provided for parents concerning the use of images within school.**

*SP left at 7.30pm.*



<p>15</p>	<p><b>CHURCH SCHOOL UPDATE</b></p> <p>The SIAMS SEF has now been finalised with evidence presented as recommended during the pre-SIAMS visit.</p> <p>Governors agreed that the SEF clearly demonstrates how Barton meets the criteria within the SIAMS framework, by focusing on the impact of school's Christian vision on pupils and adults. Governors thanked the Headteacher and RWE Lead for the significant work involved in assembling evidence required for the inspection.</p>	
<p>16</p>	<p><b>NETWORK CB23</b></p> <p>The Headteacher regularly attends CB23 Heads Meetings and confirmed that the support provided by the Network is appreciated by staff.</p> <p>Pupils have recently taken part in a Public Speaking Competition and there are a number of inter-schools' sports events planned for later in the term.</p>	
<p>17</p>	<p><b>STAFF CPD</b></p> <p>Governors were advised that the Resources Committee examined a <b>Best Value Review into Staff Training</b> at their last meeting to make sure that staff are getting value from the courses they have attended.</p> <p>The Headteacher has signed up to online training provided by Blue Mental Health Support which is available to all staff. There are also a series of "Thinking about..." sessions provided by the Emotional Health and Wellbeing Service which several TAs are accessing. These focus on areas such as emotional regulation and challenging distressed behaviour.</p> <p><b>Q: Has the termly supervision for EYFS TAs been arranged?</b> The Class Teacher makes time to support and talk to the TAs within the school day, but formal supervision sessions have not yet been arranged. The EYFS Team also have visits from the New Wave English Hub and LA English Adviser.</p> <p><b>Q: Will support from the English Hub carry on next year?</b> The arrangement was only for one year, but the input has been very useful and there has been very positive feedback about how the EYFS Class Teacher works with the TAs. The Adviser also supports TAs and volunteers, and helps them with reading groups.</p>	
<p>18</p>	<p><b>GOVERNOR TRAINING</b></p> <p>The Chair made the following points:</p> <ul style="list-style-type: none"> <li>• <b>Skills audit analysis:</b> the main gap identified during the recent audit was the need for training in equality, diversity and inclusion. The Chair signposted governors to NGA training which is available online.</li> <li>• <b>Governor Awareness Day:</b> the Awareness Day falls on 13.02.25. Governors were reminded that the School Governance Team is promoting a programme of free online webinars which will run throughout the day and focus on key governance topics for 2025.</li> <li>• <b>Schools Newsletter:</b> governors were advised that they can sign up to receive the schools newsletter if they wish to do so. The Chair will forward the link following this meeting.</li> <li>• <b>Climate Issues/Sustainability:</b> The Chair will share the latest guidance as highlighted under item 9 above, so that governors are up-to-date with DfE requirements.</li> <li>• <b>ACT training programme:</b> the Chair will circulate information so that governors can book onto any courses of interest.</li> </ul> <p>Governors were reminded to complete the summary training form once they had completed any courses so that useful points could be shared at FGB. Governors should also notify the Clerk so that the central training record can be updated.</p>	<p><b>All govs</b></p> <p><b>CP</b></p> <p><b>CP/all govs</b></p> <p><b>CP</b></p> <p><b>All govs</b></p>

Barton Church of England Voluntary Aided Primary School

19	<p><b>ITEMS ADVISED BY THE LOCAL AUTHORITY</b></p> <p>Governors were informed that the LA had published a document suggesting agenda items for the Spring Term. The items have been incorporated into this meeting, FGB 2, Resources and Standards Committee meetings as appropriate.</p>	
20	<p><b>COMMUNICATION</b></p> <p><b>20.1. Governors' Bulletin</b> The Governors' Bulletin will be issued at the end of term. The Chair requested contributions from the committee chairs by Friday 28<sup>th</sup> March.</p>	CP/LB/AHi
21	<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>• Approved the proposed class structure for 2025/26 and to extend the fixed term contract of the fifth teacher for a further year following receipt of an anonymous donation to ensure that pupils benefit from the best learning experience possible.</li> <li>• Discussed the impact of the attendance and lateness letters that have been recently issued to families, ensuring that issues are handled sensitively and support provided to families where appropriate in order to help them to approve their punctuality/attendance.</li> <li>• Reviewed a number of policies to make sure that they are fit for purpose and meet statutory requirements, and ensured that procedures within school and the governing body comply accordingly.</li> <li>• Reviewed the number of pupils on roll and examined the reasons for pupils leaving to ensure that individual issues are not reflective of any wider concerns amongst the school community.</li> <li>• Discussed issues relating to eSafety, particularly with reference to pupils moving to secondary school to ensure that families are aware of the influence of social media and the steps that can be taken to protect their children online.</li> <li>• Planned for the pupil, parent and staff consultations to take place after Easter to allow for more time to implement actions arising from feedback received and ensure a wide range of voices are heard.</li> <li>• Examined the YOP, SEF and 3-year Strategic Plan to review progress against school's strategic priorities and ensure that governor visits also provide purposeful feedback on how policies and improvement plans are working in practice.</li> <li>• Reviewed the Property Management contract to ensure that the final decision balances value for money against quality of service provision.</li> <li>• Discussed staff and pupil wellbeing to ensure that support is provided to meet individual needs so that staff and pupils feel a valued part of the community.</li> </ul>	
22	<p><b>OTHER BUSINESS</b></p> <p>There was no other business.</p>	
23	<p><b>DATE OF NEXT MEETING – 26<sup>th</sup> March 2025 at 6pm</b></p> <p>The meeting ended at 7.59pm</p>	

**Scheduled meetings for 2024-25 are as follows:**

2024-25		FGB	Resources	Standards
Autumn	1	18.09.24	23.10.24 (Salaries)	02.10.24
	2	04.12.24	06.11.24	-
Spring	1	12.02.25	29.01.25 (SFVS/contracts)	19.03.25
	2	26.03.25	12.03.25	-

Barton Church of England Voluntary Aided Primary School

Summer	1	07.05.25	30.04.25	02.07.25
	2	July 25 (TBC)	11.06.25	-

**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.**