

Barton Church of England Voluntary Aided Primary School

Minutes of the Full Governing Body meeting held on 18th September 2018 at 7.30 p.m.

Governing Body

Mrs C Coulson – Co-Head	CC	p	Rev M Roberts	MR	p
Mr L Evans	LE	aa	Rev K. Tarring	KT	p
Dr P Foreman	PF	p	Mrs A Ugur	AU	p
Prof. T Lewens – Vice Chair	TL	p	Mrs B Weaver – Co-Head	BW	p
Mrs C Martin - Chair	CM	p			
Mrs C Parsons	CP	p	Vacancy – Staff Governor x 1		
Dr M Penston	MP	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, Code of Practice 2019, Standing Orders 2019, Barton Governing Body Membership and Appointments 2019-20, Meeting dates for the Academic Year 2019-20, Draft FGB Minutes 04.07.19, Barton Action List 2019-20 v1, Headteachers' Report, YOP 2018-19 (end of year evaluated), YOP 2019-2020, Safeguarding and Child Protection Policy 2019, Critical Incidents Plan 2019, Data Protection Policy, Privacy Notice – Governors & Volunteers, Privacy Notice – Job Applicants, Privacy Notice – Parents & Carers, Privacy Notice - Pupils, Privacy Notice – Staff, Keeping Children Safe in Education 2019, School Governance Issues for Consideration (Autumn 2019), Notes for Governance Issues for Consideration (Autumn 2019).

Item	The meeting began at 7.31pm	
1	WELCOME REFLECTION – Rev Marguerite Roberts	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence LE – apologies for absence were received. Consent for absence was agreed.</p> <p>2.2. Quorum. The quorum for the meeting on 18.09.19 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies. Vacancies were noted as above (3 Foundation Governors and 1 Staff Governor). The Chair advised that the School Governance Team had recently communicated new strategies for advertising for Foundation Governors. This will be pursued as a matter of urgency.</p> <p>The Headteachers will also be running a Staff Governor election in the next few weeks to give the new staff time to settle into their roles. It is hoped that a new governor will be appointed before the next FGB and they will also be invited to join the Standards Committee.</p>	<p>CM</p> <p>CC/BW</p>
3	<p>DECLARATION OF INTEREST</p> <p>3.1 Declarations of interest. There were no declarations of interest for the meeting.</p> <p>3.2. Annual declaration. Governors signed the annual declaration of pecuniary interest.</p>	

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4	<p>ELECTIONS</p> <p>4.1. Term of office for the Chair and Vice Chair Traditionally the term of office for the Chair and Vice Chair has been one year. Governors agreed this should continue.</p> <p>4.2. Election of the Chair of Governors The Clerk confirmed that nominations had been received for the position of Chair, all putting forward CM. CM confirmed that she would be happy to continue to stand for an additional year.</p> <p><i>CM left the room for this item.</i></p> <p>Governors were unanimous in agreeing to re-elect CM as Chair of Governors for the 2019/20 academic year. Governors expressed their sincere gratitude and thanks for the work that CM does as Chair, but also acknowledged the need for succession planning and upskilling other members of the Governing Body.</p> <p>4.3. Election of the Vice-Chair of Governors The Clerk confirmed that one governor, who is prepared to stand, has been nominated for the post of Vice-Chair.</p> <p><i>TL left the room for this item..</i></p> <p>Governors unanimously agreed that TL should be re-elected as Vice-Chair, and praised the contribution that he has made over the last year.</p>	
5	<p>APPOINTMENT OF THE CLERK TO THE GOVERNING BODY</p> <p>WG was appointed as Clerk to the Governing Body for 2019/20.</p>	
6	<p>CODE OF PRACTICE</p> <p>The Code of Practice was available on Governor Zone.</p> <p>Governors approved the Code of Practice and signed the declaration to confirm that they would abide by it.</p>	
7	<p>STANDING ORDERS</p> <p>The Standing Orders document was available on Governor Zone, and is a model document which has been amended to include additional areas.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • Section 7: an additional sentence should be added to advise that FGB minutes will also be available on the school website. <p>Governors approved the Standing Orders.</p>	
8	<p>COMMITTEE MEMBERSHIP 2019-20</p> <p>8.1. Appointment of Chairs of Committees The Chair advised that each committee must be made up of at least 4 governors and a Headteacher. The Admissions Panel must consist of not less than 3 governors including a Headteacher. Governors confirmed that they were happy to stay on their existing committees, and the Chair will clarify with LE which committee he would prefer.</p>	CM/LE

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	<p>TL will continue to chair Standards Committee.</p> <p>PF/LE will continue to chair Resources Committee subject to discussions noted above.</p> <p>The Chair advised that there had been a request to consider holding meetings during the school day or closer to the end of the school day for staff wellbeing. Reimbursement is available for childcare arrangements that governors might require, in line with the Governor Expenses Policy. Governors agreed that this would improve staff wellbeing and also allow for subject leaders to attend and report on occasions.</p> <p>The timings of the meetings will be agreed at the end this meeting.</p> <p>8.2. Appointment of Clerks to Committees The Clerk to the Committees will continue to be WG.</p>	
<p>9</p>	<p>APPOINTMENT OF GOVERNORS WITH RESPONSIBILITY FOR THE FOLLOWING AREAS</p> <p>It was noted that the governors' responsibilities for 2019/20 were as follows:</p> <p>9.1. Training: AU. 9.2. Safeguarding: CM, CP 9.3. SEN/Vulnerable groups/Pupil Premium/Gifted and Talented: AU and MP 9.4. H&S: PF and Staff Governor (to be appointed) 9.5. EYFS: CP 9.6. Note governors trained in Safer Recruitment: CM, AU, MR and MP. 9.7. Note governors for HT Performance Management: AU, CM, PF.TL 9.8. Note governors for HTPM Review: MR.</p> <p>To ensure governor succession further, the following was agreed:</p> <ul style="list-style-type: none"> • Safer Recruitment: CP to undertake training • H&S: a governor representative will attend the next H&S meeting as a temporary measure until a new Staff Governor is appointed. • Training/SEN: additional link governors for these areas would be decided once new Foundation Governors have been recruited. 	
<p>10</p>	<p>MINUTES OF THE PREVIOUS MEETING – 4th July 2019</p> <p>Governors approved these minutes as true and accurate.</p>	
<p>11</p>	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>11.1. Actions completed following the meeting on 04.07.19. The Committees Action List (version 1) was available on the Governor Zone. Governors were advised that all FGB actions have been completed, are covered in this meeting or will be discussed at the appropriate committees.</p> <p>11.2. Matters arising</p> <p>11.2.1. Training session for academisation/federation (item 15 from previous minutes). A decision needs to be made about whether this training session should go ahead. This will be discussed further under item 14.</p> <p>11.2.2 Governor audit (item 8.2 from previous minutes). It was noted that 5 evaluation forms are still outstanding from the audit. These should be completed and returned to the Chair as soon as possible.</p>	<p>All governors to check</p>

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	<p>11.2.3 Network CB23 governor sessions (item 16 from previous minutes). The Chair is still waiting for information about when these will take place, and will circulate details once they have been received.</p> <p>11.2.4. Staff consultation (item 10.1 from previous minutes). The consultation was very positive and did not suggest any areas of concern. Under the section “what could school do to improve working conditions”, the main points that were raised have already been put into place. The results from the consultation will be summarised and uploaded to Governor Zone.</p> <p>11.2.5. Q: What are data drops? The YOP provides data for all year groups at certain points throughout the school year. Previously there have been 6 of these sets of data (data drops) but this number is no longer required nor an efficient use of time. It has therefore been streamlined, ensuring that the collection is timed to provide data for more than one purpose.</p>	CM
12	<p>STRATEGIC PRIORITIES</p> <p>Governors were advised that one of our Primary Advisers had visited school to discuss priorities with staff. She has suggested having three categories of priorities:</p> <ol style="list-style-type: none"> 1. Fast-track: Reading will be the main priority for 2019/20. There will be a focus on reading throughout the curriculum, as well as sustained reading at home. The English Lead, will be given additional release time to concentrate on this area. Other fast-track priorities will include geography and history with school trips and events focussing on these subjects; and PE, ensuring that pupils are able to take part in inter-school competitions, and that staffing arrangements and Sports Premium provide value for money. 2. Medium: Science, RE and ICT all fall into this category. 3. Low: Music, Art, DT, Spanish and will be lower priority this term. <p>POST meeting note (after Staff meeting): PSHE will be fast-track as it is a government priority for schools at this present time.</p> <p>Q: Why has Reading been chosen as the priority this year? Reading results in KS2 should be higher than Writing, but the reverse was true in last year’s SATs. In our Governing Body meetings, we have had many discussions about improving Writing and Maths, but Reading is key to accessing learning across all subjects, so we need to focus on inspiring readers and creating a culture where pupils read for pleasure.</p> <p>Leadership will require more strategic thinking this year due to staffing changes and the appointment of two NQTs who cannot take on leadership roles in their first year of teaching. There are subject leaders for Maths, English and Science this year but no designated lead for Foundation Subjects. Instead these subjects will be covered by the whole staff group in staff meetings.</p> <p>Q: Even if an NQT is enthusiastic, are they not allowed to take on a leadership role? No but they can express interest in a particular area and start developing skills in preparation.</p>	

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13	<p>RAISING STANDARDS</p> <p>13.1. Headteacher Report The Headteacher Report was available on Governor Zone. Governors were pleased at the increased roll this year, and that the new staffing team have settled in well.</p> <p>The Headteachers asked governors to consider the following areas:</p> <ol style="list-style-type: none">1. Headteacher Leadership2. PAN3. Building work <p>13.1.1 Headteacher Leadership Governors were advised that BW has tendered her resignation from the post of one day Headteacher from 31st December due to increased family commitments, with a request for governors to release her earlier if possible.</p> <p>BW will continue as SENCo and she remains dedicated to working at Barton.</p> <p>CONFIDENTIAL MINUTE</p> <p>Governors approved the decision for Mrs Coulson to resume sole headship of the school and to release Mrs Weaver early.</p> <p>13.1.2 PAN (Published Admission Number) The PAN for YR is currently 20 but there are two pupils on the waiting list. Governors need to decide whether to admit these pupils over PAN, and whether to change the PAN for 2020/21.</p> <p>Governors determined that the pupils were not from within catchment and did not have siblings already in school. As our success in increasing pupil numbers appears to be from personal recommendation particularly in YR, it is possible that this situation could arise in future years which could impact our EY provision.</p> <p>Governors agreed not to admit over PAN.</p> <p>It may be that we need to reduce our PAN to help manage future class sizes. This needs to be part of a bigger consultation about our EY provision and the Headteacher will seek advice before the next FGB meeting, when the Admissions Policy for 2020/21 will need to be decided.</p> <p>13.1.3. Building work</p> <ul style="list-style-type: none">• Changing Rooms: Governors were advised that planning permission has been received for the changing rooms. Whilst the funding for this project has been sourced the Property Manager has just advised that the changing rooms must be accessible for wheelchair users and that access to the swimming pool should also be improved. This will result in a significantly higher cost, and also means that the project is no longer as straightforward as had been hoped. This will be discussed at the next FGB.• Roof repairs: this work needs to be prioritised as there are significant leaks in the flat sections which means that several layers of roofing need to be replaced. This will use up most of the LCVAP grant, but the Property Manager has advised that this is essential work and resources should be used while they are available as the future LCVAP funding is unknown. The Office Manager is in the process of obtaining quotes which will be made available to governors as soon as possible.	<p>Next FGB</p> <p>Next FGB</p> <p>CC/Office Manager</p>
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- **Toilets:** work will still go ahead for the toilets in Robin Class, but the scope of work will be less than previously envisaged.

Governors were asked if there were any questions on the Headteacher Report.

Q: You have explained the case for making Reading the top priority this year. Last year, there was a lot of focus on spelling and cross-curricular writing, and standards increased accordingly. We should be cautious about losing focus on this area. Yes, absolutely. Reading will feed into improvements in writing (through vocabulary acquisition for example), but governors should be reassured that there will continue to be a strong focus on Writing and Maths.

Q: Do the cohorts identified in our YOP continue to be the 2 cohorts requiring extra support? Yes, there are a number of pupils in both cohorts that need additional support, and interventions have been put in place accordingly.

Q: Does the increase in pupil numbers and the change in staffing mean that we are in a better financial position? Yes, we are currently financially secure and within budget.

Q: What is the situation with moving the Smartboard in Lower KS2? We examined a number of options over the summer, but the only practical solution was to re-position the smartboard on a self-supporting stand. A partition wall with pegs on the back is planned to be constructed in half-term to surround this. The pupils have already indicated that this is an improvement

13.2. Yearly Operation Plan (YOP) 2019-20

The YOP was available on Governor Zone. As it is the start of the year, data has not yet been added for each year group although targets and objectives are clearly set out.

Standards Committee will examine the YOP at their next meeting in November.

Standards Committee

13.3. Governor Visits

Governors were reminded that in previous FGB discussions, suggestions had been made that governors could be linked to cohorts rather than subject areas for their governor visits. Governors would observe a specific cohort throughout their time at Barton, would be able to see their progress and have a good understanding of the cohort and their needs in different areas.

Q: Could we have a cohort approach but still retain a focus on specific subjects? Yes. For example, if we are examining reading as a priority area, each governor would look at issues relating to reading for their cohort group.

Q: Is there not a danger that governors would lose an overview of the school? No, because governors would examine the issues that they found for their cohort together with governors who have worked with other year groups.

Q: Would it be hard to maintain anonymity with small cohort groups? Obviously governors would get to know pupils very well in a cohort but all data would be anonymised and governors should maintain confidentiality.

Governors also made the following points:

- Having a cohort-based approach could provide a useful insight into how classes are dealing with unexpected issues specific to their year group.
- As Foundation Subjects are also a priority this year, it will be useful to see the breadth of knowledge within each class.

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	<p>Governors agreed this new approach for governor visits. Governors will decide the allocation of cohorts at the next FGB.</p> <p>13.4. Performance Appraisal</p> <p>The targets set at the forthcoming Headteacher's Performance Appraisal will be cascaded down to staff and inform the objectives that are set at their appraisals. The performance appraisal process will be completed by the end of October, with the TA performance appraisal taking place by the end of term.</p>	<p>Next FGB</p>
<p>14</p>	<p>GOVERNOR TRAINING</p> <p>AU highlighted the following areas of interest:</p> <ul style="list-style-type: none"> • There are 2 Termly Briefing Sessions for Governors taking place at CPDC. • In house training: Anna-Marie Cooper from School Governance is waiting on our decision whether to go ahead with the training that has previously been discussed at FGB, but she has advised that she would like to come and visit our Governing Body as she has recently taken on responsibility for covering the Cambridge Area. <p>Full details of training available this term will be circulated to governors after this meeting.</p>	<p>AU</p>
<p>15</p>	<p>POLICIES</p> <p>15.1. For review</p> <p>15.1.1. Safeguarding and Child Protection The Safeguarding and Child Protection Policy was available on Governor Zone. The main changes are linked to online safety and new issues such as upskirting, and honour-based violence. This is a County Model Policy.</p> <p>Governors approved this policy.</p> <p>15.1.2. Critical Incidents Governors were advised that the only change to the Critical Incidents Plan concerns the emergency phone lists which are kept in school as well as by the Chair of Governors and the Headteacher off site.</p> <p>Governors agreed the policy.</p> <p>15.1.3. Single Equality and Equality Schemes Deferred to the next FGB.</p> <p>15.1.4. Data Protection (including Privacy Notices) The Data Protection Privacy Notices have been amended after the GDPR Audit which was carried out in the summer term. There are additional Privacy Notices relating to volunteers, job applicants and parents/carers.</p> <p>The Headteacher will ensure that the Data Protection Policy reflects the move to Google Drive over the summer.</p> <p>Governors agreed the changes to the policy and privacy notices subject to this addition.</p>	<p>Next FGB</p> <p>CC</p>

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16	<p>SAFEGUARDING</p> <p>16.1 Safeguarding and Child Protection Annual Review The Child Protection Audit is in the process of being completed. CP training will be given at the next FGB.</p> <p>16.2 KCSIE 2019 Governors were asked to sign to confirm that they had read the document.</p>	<p>Next FGB</p> <p>Some governors still to sign</p>
17	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher advised governors that school needs to update their Christian resources and will be using money from the Jerusalem Fund to purchase bibles.</p>	
18	<p>NETWORK CB23</p> <p>Governors were advised that:</p> <ul style="list-style-type: none"> • The Headteacher is no longer the Chair of the network 23 group, but is still meeting regularly with her Triad. • The NQTs will be attending NQT network meetings. • Training with the network and a Primary Adviser has taken place 	
19	<p>BANK ACCOUNT</p> <p>The signatories for the governor bank account remain the same: MP, CM, AU.</p>	
20	<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>	
21	<p>COMMUNICATION TO PARENTS</p> <p>There will be a termly bulletin issued during the second last week of term.</p>	
22	<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"> • agreed a leadership plan that considers staff wellbeing and maximises staff attributes; • agreed to focus on reading as a fast-track priority this year; • adopted a new approach for governor visits to provide more in-depth analysis of the progress within school; • examined succession planning for governor responsibilities; • welcomed the increase in pupil numbers and the more secure financial position; • advised further review of the proposed changing rooms build to ensure financial prudence. 	
23	<p>OTHER BUSINESS</p> <p>None.</p>	
24	<p>DATE OF THE NEXT MEETING – WEDNESDAY 27th NOVEMBER 2018 at <u>7.00 pm</u></p> <p>The meeting ended at 9.44pm.</p>	

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Please note:

- All FGB meetings start at 7.00pm at school.
- The Salary Committee meeting on 02.10.19 will start at 7.45am
- The Standards Committee meeting on 06.11.19 will start at 8am.
- Times of other committee meetings will be arranged by the Chairs of each committee.

2019-20		FGB	Resources	Standards
Autumn	1	18.09.19	02.10.19 (Salaries)	06.11.19
	2	27.11.19	13.11.19	
Spring	1	15.01.20	18.03.20	11.03.20
	2	25.03.20		
Summer	1	29.04.20/06.05.20	22.04.20	10.06.20/17.06.20
	2	01.07.20/08.07.20	17.06.20/24.06.20	