

Minutes of the Full Governing Body meeting held at school on 07.05.25 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
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**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 26.03.25, Headteacher’s Report 07.05.25, Draft Resources Minutes 29.01.25, Draft Resources Minutes 01.05.25, Governor Visits Record May 2025, Governor Visit – Easter Enrichment Day April 24, Governor Visit – English January 2025, Governor Visit – SEND/PP/Vulnerable/More Able March 2025, Governor Visit – PE/SP April 2025, Governor Visit – Maths March 2025, Budget 2025/26 Governor Snapshot 06.05.25, 3-Year Strategic Plan 07.05.25, 5-year Premises Plan March 2025, Swimming Pool Policy – Operation and Emergency Procedures April 2025.**

	The meeting started at 6.07pm	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.</p> <p><b>2.2. Quorum.</b> The quorum for the meeting on 07.05.25 was 6. The meeting was quorate throughout.</p> <p><b>2.3. Vacancies</b>  <b>2.3.1 Foundation Governors:</b> There continue to be 3 Foundation Governor vacancies – 1 POM (Grantchester), 1 Foundation Governor appointed by Grantchester PCC, and 1 Foundation Governor appointed by Ely Diocese.</p>	
3	<p><b>DECLARATION OF INTEREST</b></p> <p>There were no declarations of interest for the meeting.</p>	

4	<p><b>MINUTES OF THE PREVIOUS MEETING – 26<sup>th</sup> March 2025</b></p> <p><b>Governors approved</b> the minutes as true and accurate. The minutes will be uploaded to the school website as a public record.</p>	WB
5	<p><b>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</b></p> <p><b>5.1. Actions completed following the meeting on 26.03.25</b> The Committees Action List 2024-25 (version 4) was available on Governor Zone and documents the actions that have been completed.</p> <p><b>5.2. Matters outstanding from the meeting on 26.03.25</b></p> <p><b>5.2.1. School website:</b> governors were advised that the structure for the new website is in place, and that the content and photographs have been updated. The Headteacher, office staff and governors need to review the website before it goes live. The implementation has been delayed due to the Ofsted and SIAMS inspections.</p> <p><b>5.2.2. Accessibility audit:</b> the Chair and Headteacher will review the accessibility plan before the end of the Summer Term.</p> <p><b>5.2.3 Library reorganisation:</b> the planned library reorganisation has been postponed due to the Ofsted and SIAMS inspections.</p> <p><b>5.2.4 Equality objectives:</b> a sub-committee will meet to examine progress against the objectives before the final review by FGB in July.</p> <p>There were no other matters which are not on the agenda.</p>	<p>WB/JM/ governors</p> <p>CP/JM</p> <p>AHe/JM/LB</p> <p>CP to form committee</p>
6	<p><b>OFSTED AND SIAMS DE-BRIEF</b></p> <p><b>6.1. Ofsted Inspection – 23.04.25</b> The Headteacher felt that the inspection had gone well, although as an ungraded visit, there was not the opportunity to demonstrate all of the initiatives in place to drive school forwards.</p> <p>There was a strong focus on safeguarding and attendance, and inspectors visited Maths and English lessons, Early Years, and PE and History lessons. The Headteacher has received an initial report and has been able to provide comments for clarification purposes. The final report will be shared with the whole school community as soon as it is available.</p> <p><b>6.2. SIAMS – 30.04.25</b> The inspector requested a number of documents prior to her visit and focused on gathering evidence to support the Christian ethos, values and learning by examining RWE floor books, observing Collective Worship, and speaking to children, parents, clergy and governors.</p> <p>In her feedback at the end of the day, the inspector commented on how impressed she had been by the children’s knowledge and understanding of spirituality and courageous advocacy, the content of Collective Worship and how the values and ethos ensured that pupils could grow and flourish in a calm, respectful environment.</p> <p>The Headteacher will share the final report as soon as it is available.</p> <p>The Headteacher wished to thank governors for their support in the run-up to both inspections and on the inspection days themselves. The Headteacher acknowledged that it had been a very intense start to the term, and whilst there was an opportunity to postpone the SIAMS visit due to its proximity to the Ofsted inspection, the Headteacher and staff were unanimous in agreeing that it should go ahead and welcomed the positive feedback that had been received.</p>	

<p>7</p>	<p><b>WELLBEING</b></p> <p><b>7.1. Headteacher and Staff</b>                  The Headteacher referred to her report on Governor Zone, which highlighted the flexibility and commitment of staff during the two recent inspections. Teachers gave up their PPA time to lead lessons, and TAs swapped working days to be in school to provide support to colleagues. Plans are in place to ensure that teachers are able to take PPA time that they missed, and there will be additional time given to the ECT which was lost due to the ECT mentor covering the UKS2 teacher's paternity leave.</p> <p>The UKS2 teacher has returned to work today and is pleased to be back. The children in his class made a special book for his new daughter, giving her advice and support for growing up.</p> <p><b>7.2. Pupils</b>                  The Headteacher and inspectors were very impressed by the way that pupils presented themselves during the inspections, speaking confidently, answering questions articulately, and engaging with Collective Worship. Inspectors commented that there was a calm, studious and purposeful atmosphere in school which was reflected in children's learning.</p> <p>Y6 pupils are preparing for SATs next week, and arrangements have been made to support pupils with additional needs, including facilitating one pupil to sit the tests at home.</p> <p>There will be a Safeguarding Audit in mid-June led by Phil Nash, LA Senior Adviser for Leadership. The audit will last for one day, and the Adviser will speak to pupils as well as staff to examine their views on safeguarding in school.</p>	
<p>8</p>	<p><b>RAISING STANDARDS</b></p> <p><b>8.1. Headteacher's Report</b>                  Governors were referred to the report which was available on Governor Zone.</p> <p>Governors congratulated LB on her recent appointment as TA. LB will be starting in her new role after May half-term. The Chair explained that whilst an employee can be a Foundation Governor, they cannot be Vice-Chair or Chair of a sub-committee, and it is not appropriate for an employee to be involved in the Headteacher performance management review, so LB will need to relinquish these responsibilities. It was noted that SP is completing HTPM training, and that KN/EP are trained in Safer Recruitment. CP will chair the final Standards Committee meeting of this academic year, and then a new Vice-Chair and Chair of Standards will be elected by FGB in September.</p> <p><b>Q: The Headteacher's Report advises that a vulnerable pupil is currently out of school. What are the requirements for Barton in terms of supporting this pupil?</b>                  We are carrying out a daily welfare check to ensure the pupil's safety and wellbeing, and we are providing the parents with the work that the other pupils have completed in class so that they can support her with the same work at home. We are aware that the pupil is also receiving additional tutoring support. The LA Attendance Team have been informed as the pupil has been absent from school for more than 15 days, and it is likely that a referral to the Education Inclusion Team will be made as a result.</p> <p><b>Q: Do we know the final numbers for YR for September 2025?</b> The PAN for 2025/26 is 15, and 15 places have been offered for September, with all families choosing to accept. However, we are aware that one family is applying to defer for a whole year due to their child's SEN. When the first round of admissions closed, we were notified that there was one family on the waiting list. In view of the fact that there are only 14 children likely to start in September and that there is funding to continue the 5-class structure for an additional year, the Governors' Admissions Committee met on 23.04.25 to consider the application from the family on the waiting list and decided that we could move to a PAN of 17 a year earlier than originally planned. The Admissions Committee authorised the Headteacher to deal with 2025 Reception admissions on the basis of there being 17 places. The second round of applications has now closed, and there are 3 more families on the waiting list. One of these families has just moved into Barton, so</p>	<p><b>FGB September</b></p>

we have advised the Admissions Team that we will also be able to offer a place to their child. This would take the total number to 17 for September, which is in line with the PAN from 2026/27 onwards.

**Q: How many pupils are currently in YR? Will they be able to be accommodated with the new YR cohort in September or will they need to be split across two classes as at present?** There are currently 13 pupils in YR. The class structure for 2025/26 has not yet been confirmed, but it is likely that we will continue to split Y1 across two classes to avoid the need to split key stages. If there are 17 pupils in the 2026/27 YR cohort, this would create a maximum of 34 pupils when the two consecutive years reach Y3/Y4 which is acceptable for a KS2 class, and is in line with the changes agreed in Summer 2024 to manage future pupil numbers, balancing class sizes against income.

The Headteacher advised governors that a family with a Y2 child has recently visited school and is hoping to move to Barton over the summer. Office staff continue to receive calls from prospective parents enquiring about places for next year as well as for Reception in 2026/27.

**Q: Do we always allow families to look around school even if we may be full in the year group that they are interested in?** Yes. We never know if circumstances will change and an existing family will move out of the area, so we like to give prospective parents a tour of the school so that they can decide whether it is the right choice for them.

JM

**Q: How will PPA time be covered following the departure of the PE Co-ordinator?** We are still exploring options for PE cover, as no other staff have a specialist Level 5 PE qualification. We will keep governors informed of developments.

### 8.2. Resources Committee Draft Minutes – 01.05.25

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

### 8.3. Governor Visits

The Chair thanked governors for their latest reports.

**8.3.1. Easter Enrichment Day:** the Chair observed and joined pupils in their RWE/Art enrichment day based around the Easter story. The visit confirmed that enrichment days are extremely valuable to pupils' learning and to a sense of whole school community, where all classes are working towards a common end point. Governors and staff were encouraged to consider how cross-curricular writing could be included in a similar enrichment/immersion day.

The Headteacher advised governors that now that the Ofsted and SIAMS inspections have taken place, the YOP for 2025/26 will be able to have a more concentrated focus on writing. Consideration is already being given about how to include cross-curricular writing in future enrichment days.

**8.3.2. English:** The Link Governors met with the English subject lead to discuss the impact of Little Wandle in EYFS/KS1, as well as phonics attainment in KS2 and the new KS2 reader assessments. Governors welcomed the support that the subject lead has received from the LA English Adviser, New Wave English Hub and CB23 Network. Governors were advised that interventions are to be put in place for pupils who are not meeting ARE for reading and writing. This will be followed up at the next visit together with obtaining pupil voice.

**8.3.3. SEND, PP, Vulnerable and More Able:** Link Governors examined the provision in place for pupils with mental health and wellbeing needs, and the impact of anxiety on pupils' learning. Governors also monitored how PP funding was being spent to improve pupil outcomes. The Headteacher advised governors that she is encouraging external professionals to feed back strategies following their counselling/therapy sessions with pupils so that school can provide a consistent approach to the measures that parents are being recommended to



<p><b>10</b></p>	<p><b>STRATEGIC PRIORITIES</b></p> <p><b>10.1. Strategic Plan</b> The Headteacher had updated the Strategic Plan with the latest actions taken to meet the strategic priorities. The document was available on Governor Zone for governors to view.</p> <p><b>10.2. Premises Plan</b> Governors were advised that the Diocese is carrying out an in-depth survey of all its schools to identify premises issues and priorities.</p> <p>A badger survey was recently commissioned to ascertain the extent of the sett and levels of activity in the wildlife area. The badgers are causing damage to the playing field by digging holes. The caretaker and groundsmen are regularly filling the holes to ensure that the playing field remains safe for children to use.</p> <p><b>Q: Does the badger sett affect the plan for the perimeter fence?</b> The proposals are to replace the fence along the boundaries adjacent to the wildlife area, but not along the wildlife area itself. It is therefore hoped that the location of the sett will not impact the fencing project, although it does have implications for future use of the wildlife area. It has been recommended that school should obtain an additional report from an ecologist to give further advice. The planning application for the fence has been submitted. School is waiting to hear whether the Diocese will support an SCA application to fund the project.</p>	
<p><b>11</b></p>	<p><b>ACADEMISATION</b></p> <p>Academisation was discussed during the SIAMS inspection, and the inspector was informed of the previous discussions and advice from Andrew Read. However, the Headteacher made it clear that academisation is not a route that is actively being considered as it is felt that Barton benefits from retaining its maintained status and also has close links with other CofE schools and schools in the CB23 network.</p>	
<p><b>12</b></p>	<p><b>SUSTAINABILITY/CLIMATE ISSUES</b></p> <p>The Senior Teacher will be the Lead for sustainability and climate issues, and will have more time to devote to this area following the completion of the Ofsted and SIAMS inspections.</p> <p>Governors noted that the Property Manager is seeking to replace the convector heaters as part of an SCA application to the Diocese.</p>	
<p><b>13</b></p>	<p><b>POLICIES</b></p> <p><b>13.1. For Review</b></p> <p><b>13.1.1. Swimming Pool Policy – Operations and Emergency Procedures:</b> Governors were advised that the policy could not be reviewed by the H&amp;S Committee as the meeting had to be postponed due to the Ofsted Inspection. There are no changes to the policy. The Caretaker has completed his pool operator refresher training and the pool is being commissioned next week. The pool area needs painting/weeding before the start of the swimming season.</p> <p><b>Q: Is it possible to open the pool to families outside the school day?</b> This has been discussed previously, but it would require an adult with a resus qualification to supervise the session, and children would need to use school toilet and changing facilities as there are none poolside, meaning a keyholder would need to be present. Many families use the larger pool at Comberton Village College which is open from May-September.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Governors approved the Swimming Pool Policy – Operations and Emergency Procedures.</b></p> </div>	

	<p><b>13.2. To be deferred</b> The remaining policies for the Summer Term will be deferred to the next meeting.</p>	
14	<p><b>CONSULTATIONS</b></p> <p><b>14.1 Pupils</b> A sub-committee of governors had met to discuss the questions to include in the pupil consultation. It was agreed to include the following:</p> <ul style="list-style-type: none"> <li>• What is it like when new children join your class?</li> <li>• How do the Barton values impact how you treat others at school?</li> <li>• What have you learned from your role of Worship Leader/House Captain/School Council rep?</li> <li>• How do you think pupils should be chosen to fill these roles?</li> <li>• Why do you think it is important to have these roles? / What are their main purpose?</li> <li>• What do you think about the buddy system?</li> </ul> <p>The consultation will take place after SATs.</p> <p><b>14.2. Staff</b> It was agreed to issue the staff questionnaire this week with a deadline for responses to be received by Friday 23<sup>rd</sup> May. The results will be evaluated, and a report will be compiled to share with SLT. Governors will also meet with groups of staff to discuss the results and any future actions.</p> <p>It was noted that it is difficult to compare any year-on-year trends as the staffing group has changed significantly over the last year, but that it would be useful to examine staff's experience of the recent Ofsted and SIAMS inspections, and whether they felt supported during the process.</p> <p><b>14.3. Parents</b> Governors had previously proposed to issue the parent questionnaire at the same time as the staff questionnaire. However, concerns were raised that it may be too soon to consult with parents given that they had recently been encouraged to complete questionnaires as part of the Ofsted/SIAMS inspections.</p> <p><b>Post-meeting note: it was agreed to postpone issuing the parent questionnaire until after half-term due to the concerns above.</b></p>	<p><b>JM/CP/EP/LB</b></p> <p><b>CP</b></p> <p><b>CP</b></p>
15	<p><b>SAFEGUARDING</b></p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>• The Ofsted Inspectors examined safeguarding in detail during their visit and gave positive feedback about staff's knowledge and the processes in place to ensure the safety and wellbeing of children.</li> <li>• One vulnerable pupil is currently off site, but the LA has been made aware and it is likely that this will result in a referral to the Education Inclusion Team.</li> <li>• There will be a Safeguarding Review in mid-June conducted by Phil Nash, LA Senior Adviser for Leadership.</li> <li>• Two staff members have been identified for DDSL training to take over this role from the SBM when she leaves at the end of the academic year.</li> </ul>	
16	<p><b>HEALTH &amp; SAFETY</b></p> <p>As noted under item 13.1, the H&amp;S Meeting needs to be rearranged as it was due to take place on the day of the Ofsted Inspection.</p>	
17	<p><b>CHURCH SCHOOL UPDATE</b></p> <p>Governors were informed that:</p>	

Barton Church of England Voluntary Aided Primary School

	<ul style="list-style-type: none"> <li>The Headteacher has been invited to Ely to attend a Heads meeting to talk about Barton's recent experience of SIAMS and to share exemplary practice as identified by the inspector.</li> <li>Jon Young, Diocesan Director for Education is visiting Barton in June.</li> <li>The vicar of Grantchester has applied for a CSOC grant of £300 for Barton School to support the RWE curriculum.</li> </ul>	
18	<p><b>NETWORK CB23</b></p> <p>The following points were made:</p> <ul style="list-style-type: none"> <li>The Headteacher is due to attend a Heads' meeting tomorrow morning. The Head at Bourn is leaving at the end of the summer term, and there is a new Head at Meridian School.</li> <li>Several local schools are reporting having to deal with increasingly challenging behaviour and complex needs amongst pupils. The network is a good source of support for staff to exchange ideas and obtain advice.</li> </ul>	
19	<p><b>GOVERNOR TRAINING</b></p> <p>The Chair made the following points:</p> <ul style="list-style-type: none"> <li><b>The Annual Governor Conference</b> takes place on 19<sup>th</sup> June. Governors were encouraged to sign up via Governor Hub.</li> <li>Governors were reminded that <b>Equality and Diversity Training</b> is available from a number of sources and was identified as an area for improvement from the governor skills analysis.</li> <li>SP is to complete <b>HTPM Training</b> this term to replace LB on the HTPM Panel next year.</li> </ul> <p>It was also noted that SP is completing refresher Safeguarding Training on Monday 12<sup>th</sup> May.</p>	<p><b>All gobs</b></p> <p><b>SP</b></p> <p><b>SP</b></p>
20	<p><b>ITEMS ADVISED BY THE LOCAL AUTHORITY</b></p> <p>There were no further items to report.</p>	
21	<p><b>COMMUNICATION</b></p> <p><b>21.1. Governors' Bulletin</b> The Governors' Bulletin will be issued at the end of term. The Chair requested contributions from the committee chairs by Friday 18<sup>th</sup> July.</p>	<b>CP/LB/AHi</b>
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>Reflected on the recent Ofsted and SIAMS inspections, welcoming the positive feedback received on the day, the dedication from staff, support from parents, and the role that pupils played in speaking to inspectors.</li> <li>Continued to monitor the wellbeing of the Headteacher, staff and pupils to ensure that teachers are compensated for PPA and ECT time lost due to the recent inspections, and that support for pupils is effective and tailored to individual needs.</li> <li>Welcomed the positive feedback concerning safeguarding from the Ofsted inspection and ensured that safeguarding remains a priority when planning for future staff changes, premises improvements and curriculum developments.</li> <li>Examined the budget for 2025/26 to ensure that the Governing Body fulfils its requirement of financial probity.</li> <li>Discussed and reviewed ongoing premises issues ensuring that provision has been made in the new budget to support an application for a SCA.</li> <li>Approved the budget for 2025/26 as recommended by the Resources Committee to ensure that school is fully staffed and resourced to meet the needs of all pupils and provide a high-level, quality learning experience.</li> </ul>	

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

	<ul style="list-style-type: none"> <li>Reviewed Governor Visit reports to ensure that the governing body is fulfilling its role in monitoring school's development.</li> <li>Recommended reviewing the timetable for assessments, data drops and governor meetings to ensure that there is sufficient time for teachers to mark and upload data, thus improving their workload and wellbeing.</li> <li>Continued to plan stakeholder consultations for parents, pupils and staff to ensure that they will be effective, purposeful and will drive forward standards within school.</li> <li>Approved the Swimming Pool Policy in advance of the swimming season to ensure that measures are in place to protect the health and safety of pupils.</li> </ul>	
<b>22</b>	<p><b>OTHER BUSINESS</b></p> <p>Governors were advised that the Headteacher has requested to reduce her hours to four days per week from September. Provisional discussions have taken place with the Senior Teacher who would be keen to cover the day that the Headteacher is not in school. It is proposed that the Senior Teacher's role should change to that of an Assistant Head.</p> <p>The Primary Improvement Adviser has also been made aware of the proposals and is supportive. Initial investigations show that there would be minimal impact on the budget.</p> <p>Governors were also supportive of the proposals but noted that careful planning of work streams and monitoring would need to take place to ensure that the Headteacher does not end up trying to fit 5 days' work into a 4-day week.</p> <p>Advice will be sought from EPM to establish whether the Assistant Head role will need to be advertised and to determine the pay range for the new position.</p> <p><b>Q: Is it possible that other members of staff may want to apply for an Assistant Head position?</b> The Senior Teacher is the only member of staff on UPS and is also a member of SLT so works closely with the Headteacher on strategic issues, curriculum development and also provides mentor support to the ECT. However, the Staff Governor is currently undertaking SENCO training, so could take responsibilities from the Headteacher in this way.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Governors approved the Headteacher's request to reduce her hours from September in principle subject to gathering information from EPM as noted above.</b></p> </div>	<b>CP/Office staff</b>
<b>23</b>	<p><b>DATE OF NEXT MEETING – to be decided.</b></p> <p>The Chair will circulate possible dates for the next meeting which will take place in early July.</p> <p>The meeting ended at 7.40pm.</p>	<b>CP</b>

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

<b>2024-25</b>		<b>FGB</b>	<b>Resources</b>	<b>Standards</b>
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	-
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.**