

Minutes of the Full Governing Body meeting held at school on 18.09.24 at 6.00p.m.

**Present**

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Mrs Louise Bowes	LB	p	Mrs Sarah Penrose	SP	p
Mrs Alice Hedges – Staff Governor	AHe	p	Mrs Emma Pilgrim	EP	p
Mr Andy Higgins	AHi	aa	Rev Priscilla Slusar	PS	p
			Mrs Katie Slusar-Fletcher	KSF	p
<b>Vacancies:</b>					
<ul style="list-style-type: none"> <li>• Foundation Governor x 4</li> <li>• Parent Governor x 1</li> </ul>					

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

**In attendance**

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

**ECT:** Early Career Teacher, **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, **EDRA:** Ely Diocese Regional Adviser.

**Documents issued for the FGB meeting.**

**Agenda, Proposed Governor Election Timetable Sep-Oct 2024, Instrument of Government, Model Code of Conduct for Governing Bodies 2024-25, Model Standing Orders for the Governing Body 2024-25, Draft FGB Minutes 10.07.24, Draft EFGB Minutes 31.07.24, Barton 3-Year Strategic Plan Autumn Term 2024, Headteacher’s Report 18.09.24, YOP 2024/25 September 2024, Website Upgrade September 2024, Sports Premium 2024, KCSIE 2024 (full document), KCSIE 2024 (part one), Policy and Document Review Planner 2024-25, Admissions Policy 2026-27, Model Safeguarding and Child Protection Policy September 2024, Attendance Policy Draft September 2024, Collecting Children from School Policy Draft September 2024, Key Holder Policy and Key Holder Agreement Draft September 2024, School Security Policy Draft September 2024, Barton SEF Summary August 2024**

	The meeting started at 6.05pm	Action
1	<b>WELCOME REFLECTION – PS</b>	
2	<p><b>APOLOGIES FOR ABSENCE</b></p> <p><b>2.1. Apologies for absence</b></p> <ul style="list-style-type: none"> <li>• Apologies were received from AHi. Consent for absence was given.</li> </ul> <p><b>2.2. Quorum.</b> The quorum for the meeting on 18.09.24 was 5. The meeting was quorate throughout.</p> <p><b>2.3. Vacancies</b></p> <p><b>2.3.1 Foundation Governors:</b> There are 4 Foundation Governor vacancies – 1 POM (Grantchester), 1 Foundation Governor appointed by Grantchester PCC, and 2 Foundation Governors appointed by Ely Diocese.</p> <p><b>2.3.2. Parent Governor:</b> Elections for the post of Parent Governor will be discussed under item 5.4. Governors identified a parent who might be interested in the vacancy and who could also fulfil the criteria to become a Foundation Governor. The Chair will speak to the parent concerned.</p>	<b>CP</b>

<p><b>3</b></p>	<p><b>DECLARATION OF INTEREST</b></p> <p><b>3.1 Declarations of interest.</b> There were no declarations of interest for the meeting.</p> <p><b>3.2. Annual declaration.</b> Governors signed individual copies of the annual declaration of pecuniary interest. Governors unable to attend the meeting will be reminded to complete the declaration and return it to the Clerk.</p>	<p><b>AHi</b></p>
<p><b>4</b></p>	<p><b>SUCCESSION PLANNING</b></p> <p>The Chair confirmed her intention to step down from the role at the end of this academic year. The Chair has researched different models of governance including having two Co-Chairs. The Chair asked governors to consider their position over the coming year.</p> <p>It was also noted that if the School Business Manager retires at the end of the year, the Clerk may apply to take on her duties, and if successful, may not be able to continue to clerk governor meetings. It was suggested that governors could consider using the CamClerk service.</p>	
<p><b>5</b></p>	<p><b>ELECTIONS</b></p> <p><b>5.1. Governors to agree the term of office for the Chair and Vice Chair</b> Traditionally the term of office for the Chair and Vice Chair has been one year. Governors agreed this should continue.</p> <p><b>5.2. Election of the Chair of Governors</b> The Clerk confirmed that two nominations had been received for the position of Chair, both putting forward CP. CP confirmed that she was happy to stand for re-election.</p> <p><i>CP left the room.</i></p> <div data-bbox="236 1066 1273 1189" style="border: 1px solid black; padding: 5px;"> <p><b>The governors present unanimously agreed that CP should be re-elected to the position of Chair, thanking her for her continued hard work and dedication over the past year.</b></p> </div> <p><b>5.3. Election of the Vice-Chair of Governors</b> The Clerk advised governors that two nominations had been received for the position of Vice-Chair, both putting forward LB. LB confirmed that she was happy to stand for election.</p> <p><i>LB left the room.</i></p> <div data-bbox="236 1435 1273 1525" style="border: 1px solid black; padding: 5px;"> <p><b>Governors present unanimously agreed that LB should be elected to the position of Vice-Chair.</b></p> </div> <p><b>5.4. Parent Governor Elections</b> The resignation of SB in the Summer Term has created a vacancy for a Parent Governor. The Chair and Clerk have discussed a provisional timetable which will notify parents of the vacancy next week, and will ensure that elections take place and the result is announced before half-term.</p> <p>It was noted that any parent was eligible to apply, and that skills in finance would be particularly welcome, but it was agreed not to specify any desirable skills when advertising the role so as to attract the maximum number of potential candidates.</p> <div data-bbox="236 1868 1273 1991" style="border: 1px solid black; padding: 5px;"> <p><b>Governors approved the election timetable and agreed to advertise the Foundation Governor roles at the same time with posters displayed around school. The Clerk will be responsible for overseeing the election process.</b></p> </div>	<p><b>WG</b></p>

6	<p><b>APPOINTMENT OF THE CLERK TO THE GOVERNING BODY</b></p> <p>WG was appointed as Clerk to the Governing Body for 2024/25.</p>	
7	<p><b>INSTRUMENT OF GOVERNMENT</b></p> <p>Governors were advised that in 2015, all governing bodies were required to review their constitution and the Instrument of Government was drawn up as a result. As a voluntary aided school, Barton is required to have two more Foundation Governors than all other categories of governor. There are 6 non-Foundation Governors (2 Parent Governors, one LA Governor, one Co-opted Governor, one Staff Governor and the Headteacher) which means that there must be 8 Foundation Governors.</p> <p>It continues to be difficult to fill all 8 Foundation Governor positions, and whilst it could be possible to reduce the number by consulting with the Diocese and LA, this would also mean reducing the number of non-Foundation Governor positions which are easier to recruit to. The Diocese is aware of the ongoing difficulties in recruiting Foundation Governors and POMs, and there may be some movement concerning the numbers that voluntary aided schools are required to have in the future.</p> <p>The School Governance Adviser has confirmed that it is good practice to review the Instrument of Government at the start of each academic year to make the governing body aware of the provisions contained within the document.</p> <p><b>It was noted that governors had discussed and reviewed the Instrument of Government.</b></p>	
8	<p><b>CODE OF CONDUCT</b></p> <p>The updated model Code of Conduct provided by the LA was available on Governor Zone. Governors were advised that there were no significant changes to the document.</p> <p><b>Governors approved the Code of Conduct, and those present signed to confirm that they would abide by its contents.</b> Governors unable to attend the meeting will be reminded to sign the declaration as soon as possible.</p>	AHi
9	<p><b>STANDING ORDERS</b></p> <p>The Standing Orders document was available on Governor Zone. Governors were advised that the Standing Orders is also a model document provided by the LA, and that the only changes were in terms of format. The content of the document remains unchanged from last year.</p> <p><b>Governors approved the Standing Orders.</b></p>	
10	<p><b>COMMITTEE MEMBERSHIP 2024/25</b></p> <p><b>10.1. Appointment of Chairs to Committees</b></p> <p>Governors confirmed that they were happy to stay on their existing Committees. It was agreed that given her skills and experience, EP would join the Standards Committee.</p> <p>LB will continue to Chair the Standards Committee, and governors were advised that AHi has agreed to take on the role of Chair of the Resources Committee following CM's departure.</p> <p>Governors were advised that in accordance with the Terms of Reference, the Resources Committee needed to be composed of four governors plus the Headteacher. Following AU and CM's departure, there are currently only three governors.</p>	

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	<p>EP and LB volunteered to join the Resources Committee in addition to the Standards Committee.</p> <p>Governors were also advised that the Admissions Committee should be composed of three governors including the Headteacher. As the committee often needs to meet at short notice to discuss applications, it was suggested that two governors should join to replace AU and CM, so that it would be easier to be quorate.</p> <p>EP and SP volunteered to join the Admissions Committee.</p> <p><b>10.2. Appointment of Clerks to Committees</b> The Clerk to the Committees will continue to be WG.</p> <p><b>10.3. Timing of Meetings</b> The start time of FGBs has been brought forward to 6pm and meetings will continue to be held in school.</p> <p>The Headteacher asked if there was any flexibility in holding the sub-committee meetings in school, for example at 2pm. Governors agreed that it was preferable to hold meetings face-to-face, but on discussing their work patterns, it became clear that there was no afternoon that was mutually convenient. It was therefore agreed to continue with sub-committee meetings at 7.15am via Zoom.</p>	
11	<p><b>APPOINTMENT OF GOVERNORS WITH RESPONSIBILITY FOR THE FOLLOWING AREAS</b></p> <p>It was agreed that the governors' responsibilities for 2024/25 would be as follows:</p> <p><b>11.1. Training:</b> CP</p> <p><b>11.2. Safeguarding/Child Protection:</b> CP</p> <p><b>11.3. Prejudice-Related Incidents:</b> CP</p> <p><b>11.4. SEN:</b> PS and EP</p> <p><b>11.5. Health and Safety:</b> SP</p> <p><b>11.6. Vulnerable Groups/LAC/Pupil Premium/Gifted and Talented:</b> PS and EP</p> <p><b>11.7. EYFS:</b> KSF</p> <p><b>11.8 SFVS:</b> CP and AHi</p> <p><b>11.9 PSHE:</b> SP and LB</p> <p><b>11.10 E-Safety/ICT/Cyber-Security:</b> KSF</p> <p><b>11.11 Collective Worship:</b> PS and LB</p> <p><b>11.12. RWE:</b> [LB?] and SP</p> <p><b>11.13 Climate issues:</b> AHi</p> <p><b>11.14 Agree subject areas for Link Governors</b> The Chair advised governors that the monitoring visits this year would continue to be closely linked to the objectives in the Strategic Plan. It was noted that staff had appreciated the close link that they had built up with their Link Governors and that it was important to build relationships with new staff.</p> <p>The Link Governors were agreed as follows, but responsibilities will be reviewed after Christmas once a new Parent Governor and potentially new Foundation Governors</p>	



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	<ul style="list-style-type: none"> <li>• Wellbeing sessions with the Professional Development and Improvement Adviser have been arranged for all teachers to help support them with their workload.</li> <li>• New pupils are also settling in well, with 14 new pupils in Reception and 9 other pupils across school.</li> <li>• Pupils and teachers have welcomed the new 5-class structure which ensures that teaching and learning can be tailored to the needs of individual cohorts. UKS2 is particularly benefitting from smaller class sizes and teaching in single year groups.</li> <li>• The Mental Health Support Team will be running a drop-in session for parents at the next Welcome Wednesday.</li> </ul>	
<p><b>15</b></p>	<p><b>STRATEGIC PRIORITIES</b></p> <p>The 3-year Strategic Plan was available on Governor Zone and informs the priorities in the 2024/25 YOP. The Headteacher has evaluated progress against the priorities at the end of last year.</p> <p>Governors were informed that there needs to be a continued focus on writing this year, as there is still work to be done to improve pupils' outcomes in this area. The LA English Adviser will be coming into school to support teachers, and AHe (as English Lead) is working with new staff to help them learn the Barton way of teaching writing so that there is consistency across classes.</p> <p>The LA Maths Adviser will be working with the LKS2 Teacher to support her in her role as Maths Lead, and to help with strategies for teaching Maths to mixed year classes.</p> <p>The Little Wandle Phonics scheme is now well embedded, with very positive progress in reading in KS1.</p> <p>Barton is on the list of schools to be inspected by SIAMS this year, and it is anticipated that Simon Hughes and Jemma Coulson will provide support in terms of a pre-SIAMS visit and website health check.</p>	
<p><b>16</b></p>	<p><b>RAISING STANDARDS</b></p> <p><b>16.1. Headteacher's Report</b></p> <p>Governors were referred to the report which was available on Governor Zone. The report outlines the pupil numbers and class structures, and gives basic information on diversity, PP and SEND.</p> <p>The Headteacher made the following points:</p> <ul style="list-style-type: none"> <li>• Julia Walker is replacing Belinda Harvey as <b>Primary Adviser</b>. The Headteacher has her first meeting with her tomorrow to identify areas of support.</li> <li>• Teachers now all have <b>dedicated subject release time</b> on a rolling 5-week rota.</li> <li>• One pupil with <b>high needs</b> has transferred from another local school and requires 1:1 TA support. An advert has been placed twice, but has not attracted any candidates, so support is being provided by an agency TA.</li> </ul> <p><b>Q: Would it be possible to use an existing TA to support the pupil with high needs and advertise for a general TA to avoid the costs of agency staff?</b> This has been explored but is not currently an option. Due to the needs of the pupil, ideally we need to recruit two part-time members of staff with relevant skills and experience to share the role. Suitability of placement is under discussion. Staff are keen to do the best that they can, but are limited as there are no break-out spaces or sensory equipment at Barton.</p> <p><b>Q: The funding that Barton will receive for this pupil will not cover the higher costs of agency TAs whilst we are unable to recruit directly. What will happen when the money runs out?</b> The LA has a legal obligation to ensure that the child is provided with an education and will therefore either need to increase the funding to cover the agency costs or provide a specialist TA from SEND Services. The Headteacher is seeking advice and support from SEND Services as to how best to</p>	

<p>meet the pupil's needs.</p> <p>Governors acknowledged the difficulties of this situation and expressed their support for the Headteacher in trying to find the best way forward for the pupil.</p> <p><b>16.2. YOP 2024/25</b> The YOP was available on Governor Zone and as noted under item 15, is based on the priorities within the Strategic Plan.</p> <p>Governors were asked for questions on the document.</p> <p><b>Q: What is the plan for delivery of the music curriculum and extra-curricular music following the departure of the previous Music Leads?</b> This is still being discussed as none of the teachers has a specialist interest in this area, although several members of staff have general music knowledge. Staff are confident in providing music teaching in the classroom, but there is currently no Music Lead. The Headteacher has taken over responsibility for Choir, which takes place on Tuesday mornings before school.</p> <p><b>Q: Do Y5/Y6 have music teaching in the classroom in addition to Windband?</b> Yes, music is being taught by the class teachers in addition to pupils learning an instrument with Windband. The Headteacher has put Barton forward to take part in the Rotary Club Christmas Concert again this year, and Rev Claire is accompanying Choir rehearsals on the piano.</p> <p><b>Q: Has there been a good take-up for Choir?</b> It is a little disappointing compared to last year.</p> <p><b>Q: Could Choir be extended to KS1 pupils?</b> Yes, this could be a possibility although they would be too young to take part in the Christmas Concert or travel to Young Voices if Barton chooses to apply this year.</p> <p>Governors discussed increasing the profile of Choir and ways of encouraging additional members to join. These will be publicised by school via the Barton Bulletin.</p> <p><b>16.3. Governor Visits – to be planned from YOP</b> The following points were made:</p> <ul style="list-style-type: none"> <li>• The <b>Maths</b> visit will include a focus on the Y4 multiplication check as well as observations on UKS2 lessons and how pupils are prepared for secondary school. The Maths Lead will need some time to settle into her new role, and subject discussions with the Link Governor should therefore take place later in the term.</li> <li>• A visit will be arranged with the <b>ICT</b> Lead to discuss the curriculum, e-Safety, filtering and monitoring, and cyber-security.</li> <li>• The next <b>RWE</b> meeting will take place on 30.10.24. It was suggested that this should involve the Collective Worship Link Governor as well as the RWE Link Governors.</li> <li>• The Headteacher and SEND/PP Governor will liaise to arrange a time for a visit to discuss <b>vulnerable and gifted groups</b>.</li> <li>• <b>Cross-curricular writing</b> will be examined as part of the <b>Geography/History</b> visits once a subject lead has been identified.</li> <li>• Future <b>EYFS</b> visits should also focus on the broader English curriculum as well as Phonics.</li> <li>• Governors were reminded that they needed to be up-to-date with the latest <b>reading initiatives</b> as well as focusing on <b>writing</b> during visits.</li> </ul> <p><b>The Chair and Headteacher will examine the schedule of visits following this meeting to ensure that dates and topics for visits in line with strategic priorities are arranged for this term.</b></p>	<p style="text-align: center; vertical-align: middle;"><b>WG</b></p> <p style="text-align: center; vertical-align: bottom;"><b>JM/CP</b></p>
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<p>17</p>	<p><b>SCHOOL WEBSITE</b></p> <p>The Headteacher and Office Staff have recently met with Primary Site/Juniper Education to discuss the school website, which has become very outdated and difficult for parents to navigate. A document summarising the options for re-designing the website was available on Governor Zone.</p> <p>Governors were informed that Juniper Education had recommended that the Premium Pre-Design would ensure that the website is future-proofed for at least 10-15 years, and allowed more flexibility in terms of updating information and uploading videos. The cost of this re-design is £2,500 with an additional £100 fee to transfer over content if it is more than expected.</p> <p>School has the option to buy in services from a professional photographer or use a local contact and send the photos to the re-design team to upload.</p> <p>Juniper Education have advised that it is possible to create a secure zone on the new website to store governor information and replicate the features of Governor Zone. It was pointed out that should the Governing Body decide to use a CamClerk next year, that full access to Governor Hub would be included, and could therefore be used instead of the school website for governor records.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><b>Governors approved the recommendation to spend £2,500 on re-designing the school website noting that it was important to create a user-friendly site for current and prospective families, as well as for external inspections.</b></p> </div>	<p>JM/Office Staff</p>
<p>18</p>	<p><b>SPORTS PREMIUM AND IMPACT REPORT</b></p> <p>The Sports Premium Spending and Impact Report was circulated to all governors prior to being published on the school website at the end of July. However, governors have not had an opportunity to discuss the content of the report at an FGB.</p> <p><b>Q: What is the uptake like for extra-curricular clubs?</b> The Cambridge United girls' football club was very successful last year, and the team really appreciated the opportunity to travel to Norwich United to train and play against other teams. Cambridge United are also running a boys' football club this year which has a good uptake. Premier Sports have a Gymnastics Club on Tuesdays, but uptake has again been very disappointing and it is likely that this club will fold unless numbers increase. Premier Sports have reduced their prices, and parents will be sent a new flyer to try to increase the uptake. It is unclear whether parents have been put off by the fact that the club was cancelled several times at short notice last term, or whether the low numbers are due to other factors. The Netball Club run by the PE Lead will re-start later this month and has always been popular, as is the Dance Club run by another staff member.</p> <p><b>Q: Is it possible to create any more clubs for KS1 pupils?</b> The only after-school KS1 clubs are Dance and Gymnastics, as Cambridge United run their sessions for KS2 pupils, and Netball is for Y5/Y6 pupils. As discussed under item 16.2, it may be possible to open up Choir to KS1 children. It may also be possible to set up an Art/Craft Club in the future.</p> <p>Governors were informed that the buddy system for Reception pupils is working well. Buddies have helped the younger children at lunchtimes and accompany them into assemblies. The Play Leader system will start again later in the term to provide lunchtime activities for pupils.</p> <p><b>Q: What are the priorities for spending the SP grant this year?</b> The priorities are:</p> <ul style="list-style-type: none"> <li>• To carry on with specialist PE teaching from SCSP.</li> <li>• To purchase new bikes and trikes for EYFS/Y1.</li> <li>• To update PE equipment, such as mats.</li> <li>• To purchase a new PE shed to improve storage.</li> </ul> <p><b>Q: Will there be another trip to a professional sporting fixture?</b> The Hockey trip</p>	

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	<p>was very successful last year, and was praised as an innovative way of using SP to inspire pupils to pursue sports. It has not been decided whether there be another trip this year.</p>	
19	<p><b>ACADEMISATION</b></p> <p>The Chair advised governors that the Headteachers/Chairs from Bourn and possibly Sutton Primary Schools will be invited to a future FGB.</p>	CP/JM
20	<p><b>POLICIES</b></p> <p><b>20.1. For Review</b></p> <p><b>20.1.1. Admissions Policy 2026/27:</b> The PAN in the draft Admissions Policy for 2026/27 is <b>17</b> as discussed at the extraordinary FGB on 31.07.24. This will ensure that there are no more than 34 pupils in two consecutive year groups, and will allow school to maintain a 4-class structure with more stability.</p> <p>The PAN for 2024/25 and 2025/26 is 15. The Schools Adjudicator has advised that there is no need to consult when increasing the PAN, so governors can approve the policy for 2026/27 without any further action.</p> <p><b>Q: Some concerns have been raised by existing parents that there may not be enough places for their YR children in September 2025. Do we know how many children are likely to transition from Playgroup?</b> Governors with children at Playgroup felt that numbers were similar to previous years. There has been a lot of interest in the upcoming Open Afternoon, but it is difficult to know whether Barton will be the first choice for all families or whether some are visiting multiple schools.</p> <p style="border: 1px solid black; padding: 5px;"><b>Governors approved the Admissions Policy 2026/27.</b></p> <p><b>20.1.2. Safeguarding and Child Protection Policy:</b> This policy is a model document provided by the LA which reflects the latest updates to the KCSIE 2024 (highlighted for governors in red font).</p> <p><b>Q: Does the wording of the hire agreements for external organisations using school’s premises reflect the requirements in KCSIE?</b> This was checked and amended last year in light of the DfE guidance on “Keeping children safe in out of school settings” (2022). The KCSIE highlights the responsibility of governors to ensure that safeguarding requirements are included in the hire agreement.</p> <p style="border: 1px solid black; padding: 5px;"><b>Governors approved the Safeguarding and Child Protection Policy.</b></p> <p><b>20.1.3. Critical Incidents:</b> Governors were advised that work to update this policy is ongoing. It will therefore be deferred to the next meeting.</p> <p><b>20.1.4. Attendance:</b> Governors were informed that the new Attendance Policy is based on a model from the LA which incorporates the latest statutory guidance issued in August 2024. The policy suggests including template letters as an appendix – these will need to be updated as soon as they are available.</p> <p style="border: 1px solid black; padding: 5px;"><b>Governors approved the Attendance Policy.</b></p> <p><b>20.1.5 Collecting Children from School:</b> This has been adapted from a model policy by The School Bus. Governors were advised that there were only minor changes highlighted in yellow.</p> <p style="border: 1px solid black; padding: 5px;"><b>Governors approved the Collecting Children from School Policy.</b></p>	Next FGB

	<p><b>20.1.6. Key Holder Policy and Agreement:</b> These documents have been adapted from models provided by The School Bus to make them relevant to Barton.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Governors approved the Key Holder Policy and Agreement.</b></p> </div> <p><b>20.1.7. School Security:</b> This is also based on a model policy from The School Bus. There have been a number of changes introduced into this policy highlighted in yellow. These cover:</p> <ul style="list-style-type: none"> <li>• embedding a culture of security,</li> <li>• the “Run, Hide, Tell” principles when responding to a threat,</li> <li>• compiling emergency grab bags,</li> <li>• post-incident evaluation and support.</li> </ul> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p><b>Governors approved the School Security Policy.</b></p> </div> <p><b>20.1.8. Whole School Food Policy:</b> This will be deferred to the next meeting.</p> <p><b>20.2. To be approved by the Health &amp; Safety Committee</b> The following policies will be considered by the H&amp;S Committee at their meeting next week:</p> <ul style="list-style-type: none"> <li>• Health &amp; Safety</li> <li>• First Aid</li> <li>• Asthma</li> </ul> <p><b>20.3. To be deferred</b> The following policies will be deferred to the next meeting:</p> <ul style="list-style-type: none"> <li>• Communication and Concerns</li> <li>• Critical Incidents</li> <li>• Freedom of Information</li> <li>• Governor Induction</li> <li>• Records Management Policy</li> <li>• Volunteer Helpers</li> </ul>	<p><b>Next FGB</b></p> <p><b>H&amp;S Committee</b></p> <p><b>Next FGB</b></p>
<p><b>21</b></p>	<p><b>SAFEGUARDING</b></p> <p><b>21.1. SCR</b> The SCR will be checked by the Chair after this meeting.</p> <p><b>21.2. KCSIE 2024</b> Governors signed to confirm that they had read KCSIE 2024 (part one) and had noted the latest changes concerning exploitation. Governors unable to attend this meeting will be reminded to sign the declaration as soon as possible.</p>	<p><b>CP</b></p> <p><b>AHi</b></p>
<p><b>22</b></p>	<p><b>GOVERNOR AUDITS</b></p> <p>The Chair will circulate the audit documents for governors to complete. The responses will be examined at the next FGB.</p>	<p><b>CP</b></p> <p><b>Next FGB</b></p>
<p><b>23</b></p>	<p><b>GOVERNOR TRAINING</b></p> <p>The Chair highlighted the following points:</p> <ul style="list-style-type: none"> <li>• The <b>School Governance training programme</b> for 2024/25 is available on Governor Zone and Governor Hub. Governors were reminded that LA Safeguarding Training is available for those who were unable to attend the training on the Inset Day and that the <b>NGA</b> also has a safeguarding module which governors can complete to refresh their knowledge.</li> <li>• The <b>Diocese of Ely training programme</b> is also available on Governor Zone.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Governors should notify the Chair and Clerk once they have completed any training so that the SCR and Training Record can be updated accordingly.</li> <li>• The next <b>termly briefing session</b> will be on 03.10.24 via Teams. Governors are encouraged to attend if possible.</li> <li>• There is a LA course on <b>Analysing and Using Data</b> on 24.09.24 which may be of interest to governors on the Standards Committee.</li> <li>• Governors were encouraged to attend the LA course “<b>Being an effective Governing Body (getting Ofsted Ready)</b>”. The next available dates are 21.10.24 and 27.11.24.</li> <li>• Governors were also encouraged to book on to the Diocese training “<b>The Role of Governors in SIAMS Inspections</b>” on 17.10.24.</li> </ul> <p>The Clerk will circulate the LA’s model training feedback form which governors can use to identify one or two key learning points as well as any action needed to be taken by the Governing Body as a result of the training.</p>	<p><b>All govs</b></p> <p><b>Standards govs</b></p> <p><b>All govs</b></p> <p><b>WG</b></p>
<b>24</b>	<b>CHURCH SCHOOL UPDATE</b>	
	The Diocese has appointed a New Director of Education, Jon Young, who will visit all schools as part of his induction.	
<b>25</b>	<b>NETWORK CB23</b>	
	There will be a Y5 careers event organised by Network CB23 on 08.10.24 at The Great Barn in Bourn. Transport to the event will also be provided by the network.	
	Network CB23 subject lead meetings are starting to be arranged for later in the term.	
<b>26</b>	<b>BANK ACCOUNT</b>	
	It was agreed to add CP and AHi as signatories for the school’s bank account following the departure of CM and AU.	<b>CP/AHi</b>
<b>27</b>	<b>ITEMS ADVISED BY THE LOCAL AUTHORITY</b>	
	No additional items.	
<b>28</b>	<b>COMMUNICATION</b>	
	<b>28.1. Governors’ Bulletin</b> The Governors’ Bulletin will be issued at the end of term. The Chair requested contributions from the committee chairs by Friday 13 <sup>th</sup> December.	<b>CP/LB/AHi</b>
<b>26</b>	<b>REVIEW OF THE MEETING</b>	
	What have governors done at the meeting to make sure standards are being raised?	
	Governors have:	
	<ul style="list-style-type: none"> <li>• Discussed wellbeing, ensuring that new teachers and pupils are settling in well, and that high quality teaching and learning continues to be provided for all cohorts.</li> <li>• Re-elected the Chair and appointed a new Vice-Chair and new Link Governor roles to share out the responsibilities of the Governing Body, and ensure effective monitoring of the curriculum so that pupils are provided with enriching educational experiences.</li> <li>• Discussed the Instrument of Government, focusing on governor recruitment, how best to fill vacant roles and identifying the skills needed to ensure that the governing body achieves its strategic priorities.</li> <li>• Examined the YOP and considered how monitoring visits will support the aims within the Strategic Plan to ensure that all initiatives are working towards the same outcomes.</li> <li>• Discussed music provision and how to continue to ensure that music is given a high priority within school following the departure of the previous Music Leads.</li> </ul>	

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	<ul style="list-style-type: none"> <li>• Examined the Sports Premium impact and expenditure document from 2023/24 to ensure that all pupils are benefiting from the grant and to review how it might be spent in forthcoming years.</li> <li>• Examined the options to re-design the school website to ensure that it reflects the school's vision, values and ethos, is easy to navigate and is attractive to prospective families looking to apply to Barton School.</li> <li>• Reviewed policies to ensure that they are up-to-date, compliant and meet Barton's needs.</li> <li>• Highlighted upcoming training courses available from the School Governance Team, the Diocese of Ely and NGA, to ensure that all governors are provided with the skills, knowledge and experience required in their roles.</li> </ul>	
<p><b>27</b></p>	<p><b>OTHER BUSINESS</b></p> <p><b>27.1. SIAMS</b>  Governors were encouraged to review the SEF which was available on Governor Zone and familiarise themselves with the content in preparation for the upcoming inspection.</p> <p>Governors discussed the question of spirituality and the requirement to ensure that this is embraced within school. The Headteacher advised governors that time for children to reflect on their spirituality is being incorporated into the school day, with opportunities such as the time spent in the Church Garden during the Harvest Festival, a Prayer Day led by Gener8, sessions led by Victoria Goodman from the Church Schools of Cambridge, and intergenerational activities with members of the community.</p>	<p><b>All gobs</b></p>
<p><b>28</b></p>	<p><b>DATE OF NEXT MEETING – 4<sup>th</sup> Dec at 6pm</b></p> <p>The meeting ended at 8.24pm</p>	