

Minutes of the Full Governing Body meeting held at school on 14.02.24 at 6.30p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Dr Suliman Boulos	SB	aa	Mrs Sarah Penrose	SP	p
Mrs Louise Bowes	LB	aa	Rev Priscilla Slusar	PS	p
Mrs Alice Hedges – Staff Governor	AHe	p	Mrs Katie Slusar-Fletcher	KSF	p
Mr Andy Higgins	AHi	p	Mrs Anne Ugur	AU	p
Mrs Catherine Martin – Vice Chair	CM	p			
Vacancies:					
<ul style="list-style-type: none"> • Foundation Governor x 2 • LE Governor x 1 					

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

In attendance

Mrs Wendy 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. **EDRA:** Ely Diocese Regional Adviser.

Documents issued for the FGB meeting.

Agenda, Draft FGB Minutes 11.12.23, **Headteacher’s Report** 14.02.24, **YOP 2023/24 Half Year Review** Jan 2024, **Draft Resources Minutes (SFVS/Contracts)** 07.02.24, **Attendance Report** Feb 2024, **DfE Absence Data** Feb 2024, **Governor Visits Record** 13.02.24, **Governor Visit – Cross-curricular writing Geography and History** 11.12.23, **Governor Visit – Swimming Pool** 23.11.23, **Governor Visit – Swimming Pool** 25.01.24, **Governor Visit – Phonics** 12.01.24, **Governor Visit – Music** 09.02.24, **Governor Visit - PP/SEND/Vulnerable Groups** 09.02.24, **Attendance and Absence Policy** Feb 2024, **British Values Policy** Feb 2024, **British Values Statement for school website** 2022, **Supporting Pupils with Medical Conditions Policy** Feb 2024, **Child-on-Child Abuse Policy** Jan 2024

	The meeting started at 6.35pm	Action
1	WELCOME REFLECTION – JM	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence</p> <ul style="list-style-type: none"> • Apologies were received from LB and SB. Consent for absence was given. <p>2.2. Quorum. The quorum for the meeting on 14.02.24 was 6. The meeting was quorate throughout.</p> <p>2.3. Vacancies</p> <p>2.3.1 Foundation Governors: There are 2 Foundation Governor vacancies – 1 POM (Grantchester) and 1 Foundation Governor appointed by Grantchester PCC. AU will raise these positions again at the next Grantchester PCC meeting.</p> <p>2.3.2. LA Governor: The position of LE Governor is also vacant. Governors were advised that it is up to the Governing Body to nominate a suitable candidate to the LA for approval. Governors discussed advertising the position to the community via the Parish Newsletter/school website/Barton Bulletin.</p>	<p>AU</p> <p>CP</p>

3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETINGS – 11th December 2023</p> <p>Governors approved these minutes as true and accurate. The minutes will be uploaded to the school website as a public record.</p>	WG
5	<p>NOTE OF ACTIONS COMPLETED AND MATTERS ARISING</p> <p>5.1. Actions completed following the meeting on 11.12.23 The Committees Action List 2023-24 (version 3) was available on Governor Zone and document the actions that have been completed.</p> <ul style="list-style-type: none"> • Item 18 from previous minutes: The Primary Adviser has offered to carry out training for governors on monitoring the curriculum. A date will be arranged in the Summer Term. <p>5.2. Matters outstanding from the meeting on 11.12.23 There were no other matters not covered by the agenda for this meeting.</p>	JM/CP
6	<p>WELLBEING</p> <p>6.1. Headteacher and Staff The Headteacher informed governors that there has been a lot of infections and sickness amongst staff which creates pressure trying to arrange cover for classes. Staffing remains extremely tight, and there is frequently no capacity to utilise other members to cover absent colleagues. It has been a difficult half term in this respect.</p> <p>The School Development and Improvement Adviser has visited school to provide 1:1 wellbeing sessions for all teachers (except the ECT who has support within the ECT programme). The Headteacher has also arranged for the NHS Mental Health Support Team to work with staff and parents after Easter.</p> <p>Q: Does the Adviser provide any feedback from her 1:1 wellbeing sessions? The main purpose of her visit is to spend time with teachers, so there is very little additional time to provide feedback. Teachers are very open with each other and have a good working relationship, but their 1:1 time should be confidential unless there are any significant concerns. All staff also have access to the Health Assured Programme which is supported by the LA, and signposting is available to staff if they need advice or support.</p> <p>6.2. Pupils Governors were informed that following concerns that pupils raised over conflict resolution, classroom lesson support and the management of playtimes during the governor safeguarding visit, the Headteacher, Senior Teacher and UKS2 Class Teacher have worked hard to ensure that regular meetings are held with pupils in Y5/Y6 and that issues are discussed and resolved at an early stage. As a result, friendships seem to be in a much better place, and pupils are working together to find appropriate strategies to resolve problems or raise them with a trusted adult.</p> <p>The Headteacher has also been holding lunchtime sessions for anxious pupils where they can talk about their worries and know that they are being listened to.</p> <p>Another pupil has suggested starting a lunchtime drawing club which has been welcomed as a positive initiative to allow pupils to process their feelings.</p>	
7	<p>RAISING STANDARDS</p> <p>7.1. Headteacher’s Report and YOP 2023/24 Governors were referred to the Headteacher’s Report which has been updated in line with the priorities in the Strategic Plan and the YOP. Both documents were available on</p>	

<p>Governor Zone.</p> <p>The Chair asked governors for questions on the above documents.</p> <p>Q: Are there any initiatives planned to create more intergenerational links with the community? A number of events were held before Christmas - the Choir sang at the monthly Lunch Club, there was carol singing in the village, and a very successful Christmas Fair. The community was also invited to join in the tree planting ceremony last year with a special afternoon tea held in school. It is harder to arrange events this time of year, when the weather is not good, and many pupils and staff have been suffering from illnesses which would not be helpful to pass on to the older members of the community. School is fortunate to have a large number of volunteers who are part of the intergenerational group who come into school weekly, and communication continues to be active with discussions in place about the Church Summer Fete.</p> <p>Q: In Grantchester there is some sheltered accommodation – would it be possible to arrange for pupils to visit these residents? Transport could be difficult even if it was only for a few pupils. It would be preferable to invite residents into school, so that more pupils could benefit from their experiences and build relationships. This is important not only for SIAMS and courageous advocacy, but also for learning about local History.</p> <p>Q: Would it be possible to invite older members of the Barton and Grantchester communities to the “Queen Bee” musical which will be performed by Kingfisher Class pupils at the end of the Spring Term? Yes, absolutely!</p> <p>The Headteacher informed governors that there will also be a Mothers’ Day Breakfast and Easter Breakfast later in the term, and that grandmothers will be welcome to attend the Mother’s Day Breakfast if mums are not able to join their children on that morning.</p> <p>Q: Was the recent Family Adviser open meeting well attended by parents? There were four parents who came to the meeting. It has been decided to hold a workshop on managing feelings of worry/anxiety which will take place after the next “Welcome Wednesday” session. It is hoped that parents will stay in school and access this support. The Family Adviser also runs a series of online workshops which some parents may prefer as they are more anonymous. As mentioned under item 6, a member from the NHS Mental Health Support Team will also start to provide support in school for parents with children suffering from anxiety.</p> <p>Q: It seems that there is continued interest in our school with several new families requesting places or wishing to arrange to visit? Yes, there have recently been two families, each with two children, who have visited and would like to start at Barton once their house moves go through. The children are in currently in YR, Y1, Y3 and Y4. There have also been further requests for places in Y5 and Y6 which have had to be turned down. <i>(See also item 9 regarding the recent Admissions Appeal).</i></p> <p>Q: It appears that the library project has stalled? Yes, it has been extremely frustrating as responses are yet to be received from the insurance company, the School Property Manager and the Property Manager from the Diocese.</p> <p>Q: Would it be possible to obtain quotes whilst waiting for a response? Unfortunately, a plan can only be drawn up once it is clear how much money will be available to fund the project. This is dependent on further advice from insurance. Quotes could be obtained, but will be meaningless if the plan has to be re-drawn due to financial constraints.</p> <p>Governors were advised that the Diocese are fully supportive of the library project and have indicated that it would be suitable to apply for a SCA to help fund the works. However, there have been several staffing changes at the Diocese, and it has been difficult to determine the new process for applying for a SCA. There is also the issue of agreeing how best to spend the £13k energy grant, which requires action from both the Diocese and School Property Managers. A meeting is taking place with the Diocese’s Head of Stewardship and Education Administrator after half-term to attempt to move these issues forward.</p>	<p>JM/AU</p> <p>JM/SA</p>
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Governors were also informed that due to staffing changes at the Diocese, the SIAMS inspections have fallen further behind. ~~and many schools are currently without EDRA support.~~

7.2. Resources Committee Draft Minutes – 07.02.24

Governors noted the above minutes. It was agreed that apologies should be changed for PS to “aa” as she had attempted to join the meeting, but could not do so due to issues with technology.

The following points were made with respect to the ICT contract (item 4.3 from the minutes dated 07.02.24):

- Schools have been asked to give an **indication of whether they will renew their contract with The ICT Service** by 29.02.24
- The Head of Business Development at The ICT Service has advised that **maintained schools are able to procure directly from The ICT Service** without the need to enter into a formal procurement exercise (i.e. obtaining 3 quotes). It is good practice if there is sufficient capacity to periodically check the market place to ensure that the contract represents good value for money, but it can be difficult to compare The ICT Service’s SLA with those of other companies, so further advice would need to be sought in this regard.
- In view of the significant changes that will take place later in the year, with the move away from Central Hosting by December 2024, **it is not in Barton's best interest to pursue alternative options for ICT support at this time.**
- The costs of renewing the ICT contract are **£7,942** (as per the contract register which was circulated to governors). This includes a dedicated telephone helpline and remote support, monthly technician visit, GDPR advice, key fob for remote working, enhanced web filtering, server support, and currently Central Hosting and FMS/SIMS support.
- The ICT Service have confirmed that they will **refund the portion of the contract for Central Hosting** (which will finish part-way through the 1-year contract).

Governors agreed that the contract with the ICT Service should be renewed for 2024/2025.

Q: Should an additional point be added to the Internal Financial Procedures to explain that it is not necessary to carry out a procurement exercise for internal contracts such as with The ICT Service? Yes, this is a good point and would help to clarify the situation.

Governors were additionally advised that the SFVS paperwork has been updated with the action points discussed in the meeting. It is therefore ready to be signed and submitted to the LA.

7.3. Attendance, lateness, RAID, exclusions, eSafety

7.3.1. Attendance: Governors welcomed the reports on Governor Zone from DfE and FFT which provided a breakdown of data relating to age, gender, SEN, PP.

The following points were noted:

- Overall, **attendance is 97%** which exceeds the national target.
- There are **no pupils defined as “severely absent”** (when a pupil's absence equates to 50% of their sessions)
- **“Persistent absence”** (defined as a pupil missing 10% or more of their schooling) is at the lowest level amongst Cambridgeshire schools at **2.1.%**

Q: What are the causes of the persistent absence? There are 5 pupils (out of 112) who fall into this category. All of the absence is genuine, and the majority is due to seasonal illnesses. Some pupils have recovered from one infection,

WG

JM/CP/SA

returned to school and then picked up another illness. The absences have not been formally followed up with parents to arrange meetings to discuss their child's absence as it is anticipated that their attendance will soon improve.

Q: Are any of the absences PP children? One pupil has been unlucky to have picked up a series of seasonal infections but there are no additional concerns. Attendance for the other PP children is good.

Q: Are the pupils who are persistently absent the same children as last year? There are 2 pupils who have had high levels of absence across both years. One has additional needs and the other appears prone to picking up infections.

7.3.2. Lateness: As advised in the Headteacher's report, there are a few families who continue to arrive just after the playground gates have closed. Reminders have been included in the Barton Bulletin, and their punctuality is being monitored.

7.3.3. RAID: There have been no RAID issues.

7.3.4. Exclusions: There have been no exclusions.

7.3.5. eSafety: Discussions have taken place with older pupils as part of their pupil voice meetings about eSafety, and information has been provided to parents via the Barton Bulletin about monitoring their children's WhatsApp communications after concerns were raised. More general online safety advice has also been included in the Barton Bulletin to coincide with Safer Internet Day earlier this month.

Q: Are the filtering and monitoring systems effective within school? Smoothwall alerts are received every week to flag when there have been searches for inappropriate content. Unrecognised devices are blocked from accessing the school's wifi. Class Teachers monitor their pupils' work during ICT lessons to ensure they are on task.

Q: Do the alerts come up as soon as something inappropriate is flagged or are they always received on a weekly basis? There are always weekly alerts to notify school about spam emails, as well as alerts which summarise searches for inappropriate content. These alerts are rated according to the seriousness of the search, provide key words related to the search (e.g. pornography) and identify either the user's email or their IP address so that action can be taken accordingly. If a child has attempted to access inappropriate content, an alert is immediately sent to the office email. The Smoothwall system appears to be very effective at blocking websites.

Q: Does school have any remit over what pupils access outside of school hours - for example, messages posted on social media? The filtering and monitoring systems are only in place for devices registered with school. Pupils should not be bringing mobile phones into school, but if they do so, they are required to leave them in the school office in accordance with the Mobile Phones Policy to ensure that they do not have access to them during the school day. Parents have raised concerns about communications on social media, and the UKS2 Class Teacher has talked to pupils about the importance of communicating safely and appropriately online, but school does not have any way of monitoring what happens at home.

Q: Are the expectations concerning social media use covered in other policies? Yes, there is information in the Acceptable User Policy, Anti-Bullying Policy, Safeguarding and Child Protection Policy and the Child-on-Child Abuse Policy in addition to the Use of Mobile Phones and other Smart Devices Policy.

7.4. Governor Visits

Reports from the most recent Governor Visits were available on Governor Zone. The

Chair confirmed that FGB meetings will focus on any strategic issues raised from the visits and action that needs to be taken.

7.4.1. Cross-Curricular Writing through Geography and History: this was a baseline visit to establish current practice. A follow-up visit will take place after training has been provided by the English Hub to look at the strategies that might be used to target improvements in cross-curricular writing.

7.4.2. Music: the visit focused on a UKS2 lesson taught by the Joint Music Lead. This additional music lesson has been introduced to cover curriculum requirements which are not met by Windband provision. The Music Lead is very enthusiastic and has some exciting ideas for the future. Governors will need to consider the impact of additional music provision on other curriculum time so that a decision can be taken about how to deliver music teaching in future years.

Q: Will the Windband project continue? It is fair to say that the project has mixed results. For pupils who would not otherwise have had an opportunity to play a brass or wind instrument as part of a group, it is a very valuable experience. However, a significant number of pupils do not practice regularly or leave their instruments at home and cannot therefore take part in the lessons. In addition, school continues to have to subsidise the project, not only for PP children but for families who do not wish to contribute. There is much more of a focus on music across school than there has been in previous years. Y2/Y3 pupils have learnt how to play ukuleles and performed to parents before Christmas, Y4 pupils regularly practice glockenspiels, and EYFS/Y1 pupils are able to access boomwhackers and percussion instruments. The school choir has also taken part in a specially written production of "Pinocchio" at Homerton College this term and has had dedicated time with the composer to improve their knowledge and skills.

Q: Do pupils access music lessons outside of the curriculum, for example the Cambourne Music School? The Music School has been advertised in the Barton Bulletin, but there has not been a significant take-up. However, 1:1 music lessons continue to be provided by Mr Emms (guitar/wind instruments) and Mrs Cumberbatch (violin). Mrs Adderley runs three recorder groups which take place before school/at lunchtimes for pupils with different levels of experience.

7.4.3. Phonics: the visit focused on a Y1 lesson and the delivery of the Little Wandle scheme. The visit noted that no smartboard was available in the Learning Hub and that SLT may need to review the deployment of smartboards and use of break-out teaching spaces.

The Staff Governor advised that since the Little Wandle review cards have been purchased, this has made it much easier to set up phonics sessions and there is no longer a need for a smartboard to deliver teaching effectively. There is also the issue of floorspace in confined spaces such as the Learning Hub.

Future visits will focus on the Little Wandle spelling scheme as well as consider the impact on reading and writing.

7.4.4. PP/SEN/vulnerable groups: the visit examined a variety of needs and data relating to vulnerable pupils. The visit noted the following action points for the governing body to consider:

- Storage of Little Wandle books
- Budgetary implications arising from recent SEN assessments
- Training for staff on SEMH

Future visits will review the Pupil Premium Strategy, assess the impact of interventions and will involve hearing from vulnerable pupils themselves.

7.4.5. Swimming pool: these visits have been conducted by governors as part of

Barton Church of England Voluntary Aided Primary School

	<p>the Value for Money review into the use of the swimming pool (required by SFVS). The reports identify a number of possibilities concerning generating income from the pool in the future, but also demonstrate that as long as the pool continues to be in good condition, it is more cost-effective to provide lessons with existing facilities rather than look to source provision elsewhere.</p> <p>Action points for the Governing Body to consider include:</p> <ul style="list-style-type: none"> • How best to deliver the curriculum to ensure effective use of time and resources • The investment required in order to be able to generate an income from the pool in future years <p>The plan for upcoming Governor Visits was available on Governor Zone, and sets out the expectations term by term to ensure that visits follow on from each other and that action points are addressed.</p> <p>There will be a separate meeting in Spring 2 (date tbc) to discuss Governor Visits and expectations concerning reports.</p> <p>Follow-up actions from the visits will be discussed at FGB in the Summer Term.</p>	<p>All governors to attend</p> <p>Summer FGB</p>
<p>8</p>	<p>CATERING PROVISION</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The parent survey carried out before Christmas resulted in very mixed responses. It has therefore not been possible to establish any actions which would improve uptake. • A follow-up survey has been carried out with pupils who have been recording their opinions on their meal choices via a Microbit voting system every lunchtime. Pupils are able to vote for a smiley face, neutral face or sad face. The majority of responses have been for a smiley face. The only exceptions appear to be meals which had a very small uptake where the results are more mixed (e.g. 2 neutral, 1 sad face). • The Cook continues to work hard, but is receiving significant support from office staff in terms of administration requirements and planning menus. Lunchtime staff also provide support in terms of wiping and clearing away tables, and sweeping the floor. • The Catering Assistant also works hard, but has had some health related absences. • Two members of staff are in the process of obtaining their Food Hygiene Certificates to ensure that they are qualified to cover for the Cook/Catering Assistant as required. • Essex Catering Services continue to visit regularly to undertake audits of the catering provision, as well as to provide advice concerning costs, compliance and menu design. It has been recommended that Barton should move to a "Make your own" menu after Easter instead of following the established "ProVeg" menu to allow for more flexibility. Some options on the current menu are chosen by fewer than 3 pupils, and are therefore not cost-effective. Essex Catering Services will provide advice to ensure that the "Make your own" menus are compliant with nutritional standards. <p>Q: Do we need to feedback to parents following the survey? Parents seem to be reasonably satisfied with the provision overall, but it would be sensible to provide some form of feedback along with an update from the pupil survey.</p> <p>Q: Has there been any feedback from staff? Not many staff have school dinners, but those that do have not expressed any particular views.</p> <p>Q: Has the move to in-house provision been cost-effective or is it too early to say? Although the costs are higher than anticipated, they are significantly lower than the subsidy which would have been imposed by Dolce. Essex Catering Services are providing advice about weekly food costs, stock control, portion sizes and wastage to help ensure that the provision is as cost-effective as possible.</p>	<p>JM/CP</p>

<p>9</p>	<p>ADMISSIONS</p> <p>Governors were informed that there had been a recent appeal against a decision not to admit a pupil into Y5, and that this had resulted in a formal Admissions Panel.</p> <p>The panel took place virtually, and a statement was prepared in advance to summarise school's reasons for deciding not to admit the pupil at this time. The panel questioned the Headteacher and Chair on the statement in detail. The parents of the pupil also submitted their evidence and were questioned accordingly.</p> <p>The panel found in favour of school and agreed that there was not any capacity to admit additional pupils into Y5 at this time.</p> <p>Q: Who were the panel members? There were two members with an education background and one lay member.</p> <p>Q: Did school receive any support from the LA for their case? Yes, the LA fully supported our decision and agreed that there was no spare capacity at this time.</p> <p>Governors felt that the panel outcome was a testament that the decisions made by the governing body can be fully reasoned. Governors accepted that whilst the outcome was right for school, that it would be very disappointing for the parents concerned.</p>	
<p>10</p>	<p>ACADEMISATION</p> <p>Following Andrew Read's departure from the Diocese, the Chair has contacted Sarah Conant to ask for the due diligence paperwork which is to be completed before the CEOs are invited to FGB to explain the impact for Barton should a decision be taken to join their MAT.</p> <p>It was noted that in the recent SIAMS sessions, Simon Hughes had stated that there is a presumption in the SIAMS inspection process in favour of academisation, and that inspectors would expect schools to explain our position at the relevant time. m</p>	
<p>11</p>	<p>CLIMATE CHAMPION</p> <p>The Headteacher suggested that KSF could be involved in Bishop Dagmar's Lent Challenge, the gardening project to grow vegetables, as well as getting the woodland area ready for outdoor learning.</p>	<p>JM/KSF</p>
<p>12</p>	<p>POLICIES</p> <p>12.1. For Review</p> <p>12.1.1. Attendance and Lateness: The new Attendance and Absence Policy is based on a model from The School Bus. Sections highlighted in yellow show the changes that have been made to reflect practice at Barton.</p> <div data-bbox="328 1585 1275 1648" style="border: 1px solid black; padding: 5px;"> <p>Governors approved the Attendance and Absence Policy.</p> </div> <p>12.1.2. Bereavement and Loss: Governors were advised that there were no changes to this policy.</p> <div data-bbox="328 1771 1275 1834" style="border: 1px solid black; padding: 5px;"> <p>Governors approved the Bereavement and Loss Policy.</p> </div> <p>12.1.3. British Values Policy: The revised policy is based on a model from The School Bus and will sit alongside the statement of British Values which schools are required to publish on their website.</p> <p>Q: There is a sentence in the British Values statement which refers to providing evidence for Ofsted. It was agreed that this sentence whilst accurate was not appropriate to be included and should be removed.</p>	<p>WG</p>

Q: Should the wording of “annual pupil questionnaires” be changed to reflect the fact that there are now regular consultations to gather pupil voice? Yes, this would be a more accurate representation of practice within school.

WG

There were no questions on the British Values Policy.

Governors approved the British Values Policy and statement subject to minor changes above.

12.1.4. Child on Child Abuse Policy: Minor changes have been made to the policy (highlighted in yellow) which reflect recent updates, but do not significantly change the content overall. Governors were advised that this policy sits alongside the Safeguarding and Child Protection Policy as well as the Anti-Bullying Policy.

Governors approved the Child on Child Abuse Policy.

12.1.5. Looked After Children Policy: There are currently no LAC at Barton, but governors agreed that it was good practice to continue to have a policy in place, and that it should be kept under review.

Governors approved the Looked After Children Policy.

12.1.6. Relationships Education: Governors were advised that there have been no changes to this policy. RSE sessions for UKS2 will start after half-term and parents have been informed of the content as required by the policy.

Governors approved the Relationships Education Policy.

12.1.7. Supporting Pupils with Medical Needs Policy: The revised policy is based on a model from The School Bus and is in line with Barton’s other medical policies (Administering Medication, Additional Medical Needs, Allergen and Anaphylaxis). Points where the policy has been changed to reflect Barton’s practice are highlighted in yellow.

Q: Why has the section about spare AAls been crossed out? When the Allergen and Anaphylaxis policy was introduced, investigations were made with pharmacies about purchasing spare AAls. For primary aged children there are two different doses (one for under 7s and one for over 7s) and a minimum of two AAls would therefore need to be purchased. Unfortunately, the cost of an AAl and the fact that it has a limited shelf-life combined with the fact that there are currently no pupils with severe allergies, meant that the decision was taken not to hold spare AAls in school.

Governors approved the Supporting Pupils with Medical Needs Policy.

12.2. To defer

Governors noted that the following policies will be deferred to the next meeting:

- **Communication and Concerns**
- **Freedom of Information**
- **Pupil Records**
- **Volunteer Helpers**

Next FGB

12.3. No Changes

- **Mobile Phones and other Smart Devices:** approved by FGB in December 2023
- **Young Carers:** a model policy from Centre 33 which is still up-to-date

	<p>12.4. New policies Governors were advised that the following two policies were approved by the Resources Committee at their meeting on 07.02.24:</p> <ul style="list-style-type: none"> • Anti-Fraud and Corruption Policy • Gifts, Hospitality and Anti-Bribery Policy <p>FGB also approved these policies and agreed that they should be delegated back to the Resources Committee to review in future.</p>	
<p>13</p>	<p>PUPIL AND PARENT CONSULTATIONS</p> <p>Governors discussed the format that the pupil and parent consultations should take this year.</p> <p>13.1 Parent Consultation Governors agreed that the parent questionnaire was an effective way of obtaining views on a range of topics, and that the response rate had improved over the last couple of years. Governors suggested that questions on catering provision and home learning could be included.</p> <p>13.2. Pupil Consultation Governors felt that a range of initiatives had been introduced to ensure that pupil voice is gathered throughout the year, and that this was more successful than relying on an annual questionnaire.</p> <p>The governor visit spreadsheet records when pupil voice forms part of the governor visits, and the Headteacher provides regular updates from meetings with pupils (for example following book scrutinies, School Council, and sessions to discuss issues of concern such as those as mentioned under item 6.2.)</p> <p>Governors agreed that regular pupil voice was more impactful and ensured that pupils were engaged and confident that their views would be listened to.</p> <p>It was suggested that exit interviews could be held with Y6 pupils towards the end of the Summer Term. Governors agreed that this could provide a useful insight into the aspects of school life that pupils feel have been most beneficial for them, as well as their view on the learning points that they will be taking with them to secondary school, and what their legacy for Barton will be.</p>	<p>JM/CP</p>
<p>14</p>	<p>SAFEGUARDING</p> <p>14.1. SCR The Chair and Vice-Chair are due to review the SCR after half-term.</p> <p>14.2 Pupil voice governor safeguarding visit The Chair confirmed that a further safeguarding visit will take place after half-term. There will be an increased focus on SEMH, talking to pupils about their wellbeing and how they are supported at school.</p> <p>The Headteacher confirmed that training had been arranged for TAs on emotional wellbeing. There will also be a renewed focus on Young Carers, although it is currently unclear whether there are any pupils with this additional responsibility.</p> <p>14.3. Volunteers The Headteacher confirmed that safeguarding is covered in the induction process for new volunteers, and that the Volunteer Helpers Policy and booklet will be reviewed shortly.</p>	<p>CP/CM</p> <p>CP/CM</p> <p>JM/WG</p>

<p>15</p>	<p>HEALTH & SAFETY</p> <p>Governors were advised that the following issues are ongoing:</p> <ul style="list-style-type: none"> • The safety matting under the play equipment needs to be replaced. • The fencing around the school perimeter does not meet required standards. • Some of the seats on the new button tables have snapped off and need to be replaced. • Permission from the LA to remove the goat willow is still outstanding and is being chased. <p>Governors also discussed whether there was a potential risk to pupils from the dog at a neighbouring property. It was agreed that the Invacuation Policy would be enacted if the dog was to enter the school grounds.</p>	
<p>16</p>	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher, Senior Teacher and PS attended the latest SIAMS update earlier this week. A draft of the SIAMS report has been produced. It was felt that there needed to be more evaluations of Collective Worship (which takes place on Mondays and Fridays), Class Worship (Thursdays) and the Wednesday Church service.</p> <p>Governors were informed that the whole school will be visiting Ely Cathedral in March and will take part in a series of workshops.</p> <p>The Headteacher has a new EDRA – Louise Lomax.</p>	<p>JM/PS/LB</p>
<p>17</p>	<p>NETWORK CB23</p> <p>The Network CB23 Co-ordinator has not been well and as a result there have not been as many events or meetings as usual.</p> <p>The Headteacher continues to meet regularly with other Headteachers in the area. Triad – is this right or are there four schools now? The ‘groupings’ are currently being revised TBC</p> <p>The Staff Governor will attend the English network meeting in March.</p>	
<p>18</p>	<p>GOVERNOR TRAINING</p> <p>The Training Governor circulated information regarding NGA online learning modules as well as the LA training programme in advance of this meeting.</p> <p>The Chair advised that currently only the Chair, Vice-Chair and Training Governor have access to the NGA e-learning modules, but that all governors are able to access the NGA knowledge centre and advice notes. If governors would like to access the learning link, this will cost an additional £160/annum. (The standard membership currently costs £140/annum).</p> <p>The following training was highlighted:</p> <ul style="list-style-type: none"> • 6th March: Refresher - The Role of a Foundation Governor (Diocese of Ely) • 9th March: Annual Governance Conference (Governor Hub) • 27th March: Refresher - The Role of a Governor in a Church School (Diocese of Ely) • 8th May: SIAMS Conference Day (Diocese of Ely) • 22nd May: Cyber Security Awareness Session (Governor Hub) <p>The Training Governor has recently attended “The Role of the Incumbent, Parish Representative and Parochial Church Council” run by the Diocese of Ely, and will forward handouts to be uploaded to Governor Zone. Concerns were raised about conflicting advice from the session which implied that FGB minutes should not be shared with PCCs although they are a public record. There was also some confusion about how often governors should report to the PCC. It was agreed that governors should continue to report at every meeting.</p>	<p>AU</p>

	<i>SP and AHe left at 9.08pm</i>	
19	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>19.1. Director of Education A new Director of Education has been appointed, but the name and start date of the successful candidate has not yet been made public.</p> <p>19.2. Barton Playgroup The leaders of Barton Playgroup will be retiring in August 2025. The Headteacher has recently met with the Chair of Barton Playgroup to start initial discussions about future provision for nursery-aged children.</p> <p>Governors will need to consider whether school should create a mixed Nursery/Reception Class. This will have the following implications:</p> <ul style="list-style-type: none"> • The class structure will need to change to Nursery/Reception (Robin), Y1/Y2 (Kingfisher), Y3/Y4 (Swallow) and Y5/Y6 (Owl). • The PAN may need to drop to 15 to ensure that the maximum of 30 pupils per class is not exceeded in KS1. Governors were reminded that the process to change the PAN requires a 2-year consultation period. <p>The Chair of Playgroup is to notify the LA's EY Adviser of the decision to close Playgroup. The land is currently leased from the LA, and the portacabin has become outdated, so there are no intentions to continue with Playgroup provision in its existing format.</p> <p>The LA will likely be keen to liaise with relevant parties to ensure that EY provision is not lost. Further information will be made available to governors as necessary.</p>	JM
20	<p>COMMUNICATION</p> <p>20.1. Governors' Bulletin The Governors' Bulletin will be issued at the end of term. The Chair requested that contributions from the sub-committees should be sent by Friday 22nd March.</p>	CM/LB
21	<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"> • Reviewed a number of policies to make sure that they are fit for purpose and meet statutory requirements. • Discussed the recent governor visits, focusing on recommended actions and ensuring that they link to school's strategic priorities. • Continued to support the library project to ensure that reading is given a high priority in school, that pupils are engaged and enthused by the resources, and that standards in reading improve further. • Ensured that due diligence is applied in respect of awarding contracts to providers such as The ICT Service, to meet financial obligations and demonstrate value for money. • Discussed academisation and the need to complete due diligence paperwork before inviting the CEOs of local MATs to present their cases to FGB. • Welcomed the continued interest in Barton School from prospective families, ensuring that the pupil roll is maintained at a high level whilst balancing capacity and quality of provision. • Welcomed the high attendance figures which exceed the national average and demonstrate that issues are handled sensitively and support provided to families where appropriate. • Discussed issues relating to eSafety to ensure that effective filtering and monitoring systems are in place to safeguard pupils within school. • Reviewed the most effective ways of consulting with parents and pupils to ensure that stakeholder voices are heard and included in future planning. 	

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	<ul style="list-style-type: none"> Examined the latest updates from SIAMS briefings to ensure that Barton is prepared for the upcoming inspection. 	
22	OTHER BUSINESS None.	
23	DATE OF NEXT MEETING – Wednesday 27th March 2024 The meeting ended at 9.18pm	

Scheduled meetings for 2023-24 will be re-confirmed as soon as possible. Currently the dates are as follows:

2023-24		FGB	Resources	Standards
Autumn	1	13.09.23	18.10.23 (Salaries)	04.10.23
	2	06.12.23	08.11.23	-
Spring	1	14.02.24	07.02.24 (SFVS/contracts)	20.03.24
	2	27.03.24	13.03.24	-
Summer	1	01.05.24	24.04.24	03.07.24
	2	10.07.24	12.06.24	-

FGB will start at 6.30pm and will be held in person at school.

Committee meetings will start at 7.15am unless notified otherwise and will be held via Zoom.