

Minutes of the Full Governing Body meeting held at school on 27.03.24 at 6.30p.m.

Present

Mrs Julie Martin – Headteacher	JM	p	Mrs Caroline Parsons – Chair	CP	p
Dr Suliman Boulos	SB	na	Mrs Sarah Penrose	SP	p
Mrs Louise Bowes	LB	p	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	aa
Mrs Catherine Martin – Vice Chair	CM	p			
Vacancies:					
<ul style="list-style-type: none"> • Foundation Governor x 2 • LA Governor x 1 					

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

In attendance

Mrs Wendy Guest – Clerk	WG
-------------------------	----

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 14.02.24, **Headteacher’s Report** 27.03.24, **Draft Standards Minutes** 20.03.24, **Draft Resources Minutes** 13.03.24, **CFR Revenue Report Initial Budget** 2024/25 draft, **MIS and FMS comparisons, YOP 2023/24** March 2024, **FFT Attendance 360** March 2024, **Premises Plan** March 2024, **School Property Manager email to Diocese** March 2024, **Barton SEF Summary** 2024, **Barton SIAMS SEF** 08.03.24, **Governor Visits Record** 25.03.24

	The meeting started at 6.35pm	Action
1	WELCOME REFLECTION – PS	
2	<p>APOLOGIES FOR ABSENCE</p> <p>2.1. Apologies for absence</p> <ul style="list-style-type: none"> • Apologies were received from AU. Consent for absence was given. • LB had notified the Chair that she would be late to the meeting. • Apologies were not received from SB. <p>2.2. Quorum. The quorum for the meeting on 27.03.24 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 raised these positions at the Grantchester PCC meeting on 13.03.24 and advised the PCC that the term of office for her own position is due to expire in September, but no volunteers were forthcoming.</p> <p>2.3.2. LA Governor: The position of LA Governor is also vacant. The Vice-Chair has identified a possible candidate and will confirm at the next meeting if they are interested in being nominated for the position.</p>	CM/Next FGB

3	<p>DECLARATION OF INTEREST</p> <p>There were no declarations of interest for the meeting.</p>	
4	<p>MINUTES OF THE PREVIOUS MEETINGS – 14th February 2024</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 14.02.24 The Committees Action List 2023-24 (version 4) was available on Governor Zone and documents the actions that have been completed.</p> <p>5.1.1. Reports provided to PCCs (item 18 from previous minutes): AU had notified the Chair that it is difficult for Grantchester PCC to make space in their agenda for a governor report at every meeting. It was agreed that Grantchester PCC will receive a report once every term. Barton PCC will continue to receive a report at every meeting which is held once every two months.</p> <p>5.2. Matters outstanding from the meeting on 14.02.24</p> <p>5.2.1. Feedback from catering survey (item 8 from previous minutes): It was suggested that an entry should be included in the Barton Bulletin to provide feedback from the surveys (of parents and pupils) together with quotes from children about the meals.</p> <p>5.3. AOB It was agreed to add the following two items to item 22 - Other Business.</p> <ul style="list-style-type: none"> • Planning application • Governor WhatsApp group 	
6	<p>WELLBEING</p> <p>The Headteacher had included a section on wellbeing in her report. The following points were made:</p> <ul style="list-style-type: none"> • There continue to be a lot of seasonal bugs within school, with some staff and pupils being quite unwell. • It has been a very short, intense half-term with many activities including the Kingfisher Class production, the whole school trip to Ely, parent consultations, assessments, a tidy-up weekend, visits from the NSPCC and parents to talk to pupils. • Office staff have also been busy carrying out financial year-end tasks. <p>There continues to be a good atmosphere in school and a strong sense of community, but staff and pupils are also looking forward to the Easter break.</p>	
7	<p>RAISING STANDARDS</p> <p>7.1. Headteacher's Report Governors were referred to the Headteacher's Report which was available on Governor Zone.</p> <p>The Headteacher highlighted the changes in staffing:</p> <ul style="list-style-type: none"> • The Y4 TA is leaving at the end of this term • The temporary additional hours for one of the EYFS TAs will be removed in the Summer Term (equivalent to half a day). • The EYFS TA who is on a fixed term contract will be leaving when her contract finishes at the end of the Summer Term. • The Y4 Class Teacher is also leaving at the end of the Summer Term. <p>An advert has been placed for a Y4/Y5 Class Teacher for September (80% FTE or full-time). Depending on the outcome of the recruitment process and the experience of the successful candidate, it may be possible to advertise for additional TA support.</p>	

Q: Has there been much interest in the Class Teacher vacancy? One prospective applicant visited today. The deadline for applications is the first day of next term, so it is hoped that there will be more interest over the Easter holidays. If applicants wish to visit school, this will be facilitated accordingly.

Q: Are we able to consider appointing an ECT? Yes. At the moment, there is the capacity to provide mentoring support and additional release time.

Q: Is it a risk to appoint an ECT early next term if other teachers can still resign between then and May? Teachers need to hand in their notice by May half-term, so yes there is a risk that a teacher who would have acted as mentor, decides to leave. In this instance, the mentoring role would need to be taken on by another member of staff.

Q: Is there a date for the interviews? Yes, the interviews will take place on Thursday 18th April.

Q: How many applicants is it usual to expect? Usually, there are 3 or 4 candidates, but sometimes it is necessary to re-advertise the job (as was the case for a vacancy last year when the successful candidate decided to withdraw). Interviews have been scheduled early in the term in the hope of attracting a wide pool of quality candidates.

Governors were advised that the vacancy has been posted on the EPM Jobs Board, but there are concerns that the search function is not working properly as the job only appears in the full listing, not the listing for teaching positions. This is currently being investigated.

Post-meeting note: The error with the vacancy listing has been corrected and the Y4/Y5 Class Teacher now appears when candidates search for teaching positions as well as when searching by key stage, year group and location.

LB arrived 6.55pm.

Governors were advised that the vacancy notifies applicants that interviews have been scheduled for 18th April. Short-listing will take place on 15th/16th April. LB has recently completed the Safer Recruitment Training and is able to help with the recruitment process.

JM/CP/LB

Q: Does the PP strategy statement need updating following the PP Governor visit? The PP strategy statement was discussed at FGB on 11.12.23 and is on the school website. Schools have to publish the PP statement by 31st December each year. The statement will be reviewed again in the autumn.

Q: Is the “Cambridge Therapeutic Thinking” (CTT) intended to replace “Steps” or will it supplement our current approaches to behaviour? Steps Training has recently been renamed to CTT. The members of staff who received the initial specialist training are due to attend an update in May.

The Headteacher also wished to highlight that there had been a very useful meeting with the School’s Property Manager where all of the outstanding issues had been discussed in detail. The email sent by the Property Manager to the Diocese was available on Governor Zone for governors to view.

7.2. Standards Committee Draft Minutes – 20.03.24

Governors noted the above minutes and had no further questions.

7.3. Resources Committee Draft Minutes – 13.03.24

Governors noted the above minutes. An additional spreadsheet to **compare the costings of the different management information and finance packages** had been produced following the Resources meeting. This spreadsheet was available on Governor Zone. The following points were made:

- Three different options have now been investigated in detail – **Arbor, Bromcom and ESS SIMS Connected.**

Barton Church of England Voluntary Aided Primary School

	<p>Q: What are the plans for spending the energy grant? It is suggested that this grant is used to replace the ceiling in Robin Class and switch to energy-saving lightbulbs. The Diocese is considering installing air source heat pumps in all schools, so it is not possible to use the grant for replacing the convector heaters. It may also be possible to improve insulation by replacing the blinds in Skylark, and improve air flow with different blinds in Swallow Class.</p>	
9	<p>ACADEMISATION</p> <p>The Chair advised governors that she is continuing to chase the Diocese for the due diligence paperwork which remains outstanding from the meeting last September.</p> <p>The Chair also advised governors that Bourn Primary Academy, which is currently a standalone academy affiliated to CAM, is now applying to join CAM fully. If successful, it will be the first C of E school not to join DEMAT. Governors will be kept informed of developments.</p>	
10	<p>CLIMATE CHAMPION</p> <p>Governors were referred to the sustainability document which the Training Governor had circulated from the recent annual governor conference.</p> <p>Governors were informed that school is continuing to follow the Diocese Lent Challenge which has a focus on Climate Change.</p> <p>Q: Is there a climate champion within school? Some Young Leaders are involved in the Diocesan project, which is being led by the Senior Teacher. It was agreed that KSF should meet with the Senior Teacher to discuss this further.</p> <p>It was also suggested that KSF could attend a future meeting with the School Property Manager to view how the energy grant is being spent, and that this should also be communicated to pupils so that they have an understanding of the impact of the changes.</p> <p><i>AHi arrived 7.28pm</i></p>	<p>KSF/JM/HP</p> <p>KSF/JM/SA</p>
11	<p>POLICIES</p> <p>11.1. For Review The following policies will be deferred to the Summer Term:</p> <ul style="list-style-type: none"> • Communication and Concerns • Freedom of Information • Pupil Records • Volunteer Helpers 	<p>Next FGB</p>
12	<p>SAFEGUARDING</p> <p>Governors were advised that the Chair and Vice-Chair have checked the SCR and the information is up-to-date.</p> <p>The Chair and Vice-Chair are planning a walkaround next term as part of their Safeguarding Governor Visit.</p> <p>Concerns were raised in the DfE Condition Survey that the perimeter fencing does not meet safeguarding requirements. This has been raised with the school's Property Manager and has been included in the issues which are being raised with the Diocese.</p>	<p>CP/CM</p>
13	<p>HEALTH & SAFETY</p> <p>Governors were advised that permission to remove the Goat Willow has been received, and the tree was removed as part of the "Tidy-up Weekend" last weekend. Parent volunteers also helped with internal and external painting, gardening and took rubbish to the tip. The Headteacher wished to record her thanks to all those that gave up their time.</p>	

Barton Church of England Voluntary Aided Primary School

	<p>It may be that another volunteer weekend is arranged next term to tidy the woodland area, paint internal woodwork and refresh the swimming pool area.</p> <p>The Hall is also in need of re-painting, but it would be difficult for volunteers to carry out this work without specialist equipment. It was suggested that an entry could be put into the Barton Bulletin to see if there were any painters/decorators in the wider school community.</p>	<p>JM</p>
<p>14</p>	<p>SIAMS</p> <p>14.1. Parish School Covenant Governors were informed that school needs to draw up a Parish School Covenant, which is to be in place by the beginning of June. The purpose of the covenant is to demonstrate the links between church and school.</p> <p>The Headteacher felt that Barton was in a privileged position as there are already strong links with the local churches – not only St Peter’s, but also Barton Baptist Church and Comberton Baptist Church. Collective Worship takes place in St Peter’s every Wednesday, and vicars from all three churches regularly lead assemblies and visit school. In addition, parishioners from St Peter’s visit school to dress the Prayer Space in the Hall, the school is invited to take part in music events and Forest Church, and children often visit the church gardens to study the wildlife, flowers and trees. Barton also receives support from the vicar at St Andrew and St Mary’s Church in Grantchester.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Governors agreed that PS and LB should support the Headteacher in drawing up a Parish School Covenant.</p> </div> <p>14.2. School Chaplain Governors were advised that the Diocese is recommending that each school has a Chaplain to provide pastoral care to pupils and staff. This is a voluntary role and the Chaplain would need to complete an 8-week training course.</p> <p>Q: Is it a requirement or a recommendation for all schools to have a Chaplain? It is a recommendation at the moment, with particular encouragement being given to secondary schools who do not have a strong church connection.</p> <p>Governors welcomed additional pastoral support for pupils, but raised concerns about the availability of a School Chaplain. Governors felt that issues often needed to be dealt with immediately, and that pupils were more likely to feel able to discuss their concerns with a familiar member of staff, and that staff would also be more familiar with the needs of the pupils.</p> <p>14.3. SIAMS SEF The Headteacher asked governors for feedback on the SEF which was available on Governor Zone.</p> <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>It was agreed that governors should feedback their comments to the Headteacher.</p> <p>A sub-committee will be formed to discuss the feedback and amend the paperwork accordingly.</p> </div> <p>14.4. School website The Diocese RE Adviser has requested to undertake a review of the school website on SIAMS-related matters. This will be arranged after Primary Site have undertaken their audit.</p> <p>14.5. Collective Worship It was noted that the LB is to carry out monitoring of different forms of Collective Worship in her role as Link Governor.</p>	<p>JM/PS/LB</p> <p>All gobs</p> <p>JM/CP/PS/LB</p> <p>LB</p>

15	<p>CHURCH SCHOOL UPDATE</p> <p>The Headteacher has had an online meeting with the new EDRA who will visit school in person next term. The EDRA has been sent the SIAMS paperwork which has been completed to date.</p>	
16	<p>NETWORK CB23</p> <p>The Headteacher continues to regularly attend meetings with other Heads in the Network. It has been agreed to carry out a moderation of Y5/Y6 writing locally.</p> <p>Network subject meetings are now also taking place regularly.</p>	
17	<p>GOVERNOR TRAINING</p> <p>It was confirmed that governors are unable to access NGA training with the current level of membership. The next level of membership will cost an additional £160 per year.</p> <p>The Vice-Chair recommended the NGA refreshers which are easy, short updates that can be completed in governors' own time and are helpful to deal with specific issues. The Vice-Chair also recommended the banks of resources that are available on the NGA website.</p> <div data-bbox="231 817 1276 1034" style="border: 1px solid black; padding: 5px;"> <p>It was agreed that the Chair should circulate information about NGA training to governors.</p> <p>After reviewing the information, governors should contact the Chair with their comments about whether it would be useful to upgrade the current level of membership.</p> </div> <p>Governors were reminded about the training provided by LA and the Diocese. Both training programmes are available on the Training section of Governor Zone.</p> <p>The information circulated by the Training Governor from the annual governance conference is also available to view on Governor Zone.</p>	<p>CP</p> <p>All gobs</p>
18	<p>FOBS</p> <p>A number of events including a disco, class cake sales and a school tea towel are being planned for next term.</p> <p>The Headteacher continues to be very thankful for all the support provided by FOBS.</p>	
19	<p>ITEMS ADVISED BY THE LOCAL AUTHORITY</p> <p>19.1 Small Schools Programme The Headteacher is continuing to attend a series of sessions designed specifically for small schools, which are proving to be very helpful and informative.</p> <p>19.2. Barton Playgroup The Chair of Playgroup has met with the Headteacher to discuss whether there is any capacity for school to take on nursery provision after the Playgroup Leaders retire in August 2025. The Chair of Playgroup has requested that school makes a decision by the end of May so that Playgroup can make plans for the future. Governors were also advised that the lease on the Playgroup building is due for renewal in October 2024.</p> <p>The following points were made:</p> <ul style="list-style-type: none"> • The PAN would need to drop to reflect the fact that there would be an additional cohort within school unless provision was made to increase school's capacity and staffing. • It is unclear as to the level of funding schools receive for nursery-aged children. • It is unclear whether school would be able to take on the existing Playgroup building, and what the financial implications of doing so would be. 	

Barton Church of England Voluntary Aided Primary School

	<ul style="list-style-type: none"> • It would not be possible to accommodate the pre-nursery children, which could potentially result in a loss of provision for this age group within the village. • Having a nursery in school would provide working parents with more flexibility as Playgroup is only open in the mornings. • Children who attend nursery in the school setting would be more likely to apply for a place at school rather than look elsewhere, creating stability for families and future pupil numbers. • Once the pupil numbers had adjusted, having a mixed Nursery/Reception Class would create a stable class structure with no need to split year groups in the future. • Amending the PAN requires 2 years' notice and could therefore only be changed for September 2026 (a year after the Playgroup Leaders leave). • It is unclear how existing pupil numbers would be managed if an additional cohort needed to be accommodated. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Governors agreed that the Headteacher should contact the Chair of Playgroup to explain the next steps. The Chair of Playgroup is to inform the LA EY Adviser so that alternative options can be explored, and advice obtained on the implications of each. FGB will examine the options once the situation is clearer.</p> </div>	<p>JM/Chair of Playgroup</p> <p>FGB</p>
<p>20</p>	<p>COMMUNICATION</p> <p>20.1. Governors' Bulletin The Governors' Bulletin will be issued tomorrow.</p>	<p>CP</p>
<p>21</p>	<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"> • Examined the Headteacher's Report, noting the upcoming changes in staff, ensuring that plans are place to recruit a new KS2 Class Teacher for September 2024 and that existing personnel are deployed as effectively as possible to continue to provide a high quality of teaching and learning across school. • Reviewed the 5-year Premises Plan to ensure that priorities are being addressed, and that opportunities are taken to upgrade and improve facilities to save energy and reduce school's carbon footprint. • Discussed the timing and frequency of governor visits to ensure that they are efficient and effective, and that strategies are being successfully implemented to improve pupils' learning experiences. • Discussed the importance of governor training, ensuring that governors are aware of the courses provided by different organisations and are able to access training that meets their needs. • Agreed to create a Church School Covenant to formally record the ambitions, values and commitments which are shared between the school and the parish. • Agreed to use local links within the CB23 Network to monitor how other local church schools are approaching the issue of academisation so that governors are as well informed as possible. • Welcomed the continued fundraising carried out by FOBS to support school initiatives and help to provide resources to benefit pupils' learning. • Welcomed the support from parents in volunteering to help spruce up the school and improve the learning environment for pupils 	
<p>22</p>	<p>OTHER BUSINESS</p> <p>22.1. Planning application Governors were informed that a planning application has been submitted for Clare Farm Barn. As this does not impact school, it was agreed there was no need to comment on the proposals.</p>	

Barton Church of England Voluntary Aided Primary School

	<p>22.2. Governor WhatsApp group The Chair proposed setting up a WhatsApp group which would be used specifically to communicate reminders about meetings or to refer governors to documents on Governor Zone.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Governors agreed that it would be useful to have a Governor WhatsApp group.</p> <p>The Clerk will provide contact details to the Chair.</p> </div>	<p>CP WG</p>
<p>23</p>	<p>DATE OF NEXT MEETING – Wednesday 1st May 2024 at 6.30pm</p> <p>The meeting ended at 8.20pm</p>	

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.