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| **Part 1 Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Tuesday 12th March 2024 at 4.00pm. | |
| **Venue:** | School | |
| **Present:** | Julia Tillotson JT Chair of Governors  Christine Merrick CM Vice Chair of Governors  Paul Hudson PH  Stephen Bell SB  Matt Denton MD  Paul Rossington PT  Sophie Greensill (SG)  Sandra Smith SS  Rev Julian Osborne (JO)  Rachael Goodwin (RG) | Co-opted Governor  Foundation Governor  Headteacher  Local Authority Governor  Parent Governor  Co-opted Governor  Parent Governor  Co-opted Governor  Foundation Governor  Staff Governor |
| **Apologies:** | Clair Prior (CP\_ | Co-opted Governor |
| **In Attendance:** | John Addison JA | Clerk to the Governors |

**The meeting met its quorum.**

Decisions, actions and areas of challenge during discussions indicated in bold text.

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| **Agenda item 1** | **WELCOME & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all governors to the meeting and advised that an apology for absence had been received from Clair Prior. |
| **Resolved:** | **That the apology be received** |

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| **Agenda item 2** | **DECLARATION OF PERSONAL PECUNIARY OR EDUCATIONAL INTEREST** |
| **Discussion:** | There were no new declarations of personal, pecuniary or educational interests |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 3** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Resolved:** | **No additional business was declared.** |

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| **Agenda item 4** | **MINUTES OF THE LAST MEETING OF 12th October 2023** |
| **Resolved:** | **That the minutes of the meeting of 12th October 2023 be approved as an accurate record of the meeting.** |

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| **Agenda item 5** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | JT confirmed that Link Governor roles had been clarified and that the parental questionnaire had been circulated |

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| **Agenda item 6** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Terms of Office** All terms of office were current.  **Appointments** Christine Merrick had agreed to become a Foundation Governor which created a vacancy for a Co-opted Governor.  **Vacancies** A vacancy existed for a Co-opted Governor.  **Training undertaken / required**  The Chair reminded Governors to complete their safeguarding training.  **Skills Audit**  Governors were requested to send their completed Skills Audits to the Clerk |
| **Resolved:** | 1. **That the appointment of Christine Merrick as a Foundation Governor for a four-year term of office from 12th March 2024 to 11th March 2028 be ratified.** 2. **That Governors complete their safeguarding training.** 3. **That Governors send their completed Skills Audit to the Clerk.** |

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| **Agenda item 7** | **COMMITTEE REPORTS** |
| **Discussion:** | Governors received the following committee minutes which had been circulated in advance of the meeting.   * Joint Governance Sub-Committee had not met but would be meeting on 21st March 2024 * Curriculum and Safeguarding Committee 13th February 2024 * Finance Staffing and Premises Committee 29th February 2024. |
| **Resolved:** | **That the updates be noted.** |

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| **Agenda item 8** | **CHAIR’S ACTIONS** |
| **Discussion:** | The Chair reported on the following actions  October 2023   * Met PH fortnightly to discuss various matters including staff and governor training; insurances and Safeguarding and H & S audits; to review SDP and SEF * To review various policies and the Governance Handbook; * To review the Pay Policy with PH and then with the Pay Committee; * To update GovernorHub   November 2023   * To prepare for Headteacher’s Management Review; * To prepare Legionella Plan paperwork and make sure we are compliant, including meetings with school bursar and school caretaker * To meet PH regularly; * To meet school Business Manager regularly * Online meeting with KP of Duddon school and the Chair of a Federated school on the Wirral to discuss the implications of federation * To draft joint governance documentation * To meet SEB re Health & Safety * To amend various policies   December 2023   * To attend PH Management Review * Regular meetings with HT to go through SDP * Met MD to discuss marketing   January 2024   * Regular meetings with PH and school business manager; * Amending various policies & governance documentation   February 2024   * Regular meetings with PH and LH-W * Attending Budget meeting * Co-Chaired C & S meeting and attended FSP meeting * Attended a meeting with Mrs. McKeown re financing school repairs * Attended a meeting with Mr. Dixon of the Diocesan Academy * Drafted the Schools Financial Value Statement and met with CP to discuss   March 2024   * To continue to review and amend policies * Review SDP * Meet PH and LH-W regularly * Attended School Spider Training |
| **Resolved:** | **That the Chair’s actions be noted.** |

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| **Agenda item 9** | **GOVERNOR SELF EVALUATION AND ACTION PLANNING 2023/24** |
| **Discussion:** | Governor training and involvement in EYFS would form part of the School Development Plan following discussion between the Chair and Head Teacher  Governors would continue to undertake Link Governor visits. A Governors monitoring meeting would be arranged for the Summer term. |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 10** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** |
| **Discussion:** | The Chair advised that she had assumed the Link Governor role for Mental Health and Wellbeing. |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 11** | **FINANCE** |
| **Discussion:** | Governors received various financial scenarios in respect of the 2024/25 budget. Specific discussion centred around whether school should continue with the current sharing arrangement for the Headteacher with Duddon CE Primary School, i.e. a 60/40 split in favour of Duddon or should the arrangement for a 50/50 split, originally scheduled for September 2025 be brought forward by 12 months to September 2024. Governors reviewed the advantages and disadvantages of this arrangement including the freeing up of additional teaching hours at Barrow should the 50/50 split be brought forward.  In considering the budget options, PH advised that school was expecting a positive carry forward of £10,060 from 2023/24 into 2024/25. The impact of bringing forward the Headteacher arrangements by 12 months would result in the school setting the following budget   |  |  |  |  | | --- | --- | --- | --- | |  | **Forecast**  **2023/24** | **Forecast**  **2024/25** | **Forecast**  **2025/26** | | **Balance B/Fwd** | 10,060 | 27,535 | 11,953 | | **Projected Income** | 490,808 | 502,978 | 530,751 | | **Projected Expenditure** | 473,333 | 518,560 | 530,763 | | **In Yr surplus / deficit** | 17,475 | -15, 581 | -12 | | **Projected C/fwd** | 27,535 | 11,953 | 11,941 |   The 2024/25 forecast was based on 55 children being in school and the local authority was content for the school to set a deficit budget in 2024/25 owing to the fact that school would remain in a positive balance in 2025/26. |
| **Resolved:** | 1. **That the Headteacher arrangements for a 50/50 split be brought forward to September 2024.** 2. **That the 2024/25 budget as detailed above be approved.** |
| **Discussion:** | SFVS  The Chair advised that the SFVS had been completed and was now ready to be submitted to the local authority. |
| **Resolved:** | **That the SFVS be approved for submission to the local authority.** |

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| **Agenda item 12** | **HEADTEACHER’S REPORT** |
| **Discussion:** | PH provided a detailed report under the following headings  Pupil Numbers  Pupils on roll at March 2024: 55 (was 47 at PLASC in October 2023.)  Willow class (33): Year 6: 4 Year 5: 6 Year 4: 11 Year 3: 12  Acorn class (22): Year 2:6 Year 1: 8 Reception: 8  Staffing/Class Update  There were currently 3.4FTE teaching which included: 1FT, 2 x 0.6, 1 x 0.8 + Head 0.4  Children now had Design and Technology and Forest School on alternative Wednesday. KS2 had French as part of their session.  School was currently paying for agency cover in order to provide 1:1 support for a child in Yr5 who had an EHCP.  Rachael Goodwin had updated PH on the support school was continuing to offer to children with SEND needs across the school.  A parent and current member of the lunchtime staff had been accepted on teaching assistant training course and had asked for some experience in school. This would be accommodated with the proviso that they did not work within the class where their child was taught.  We will be welcoming three trainee teachers from the University of Chester in January.  Secondment Update  A joint meeting of the 2 Governing Bodies would be held on 21st march 2024.  The children and staff had been involved in an increasing amount of joint opportunities.  Performance Management  The Head Teachers performance management had taken place. Teacher’s performance management had been completed.  Curriculum  Staff were working extremely hard on curriculum design, with specific focus upon the foundation subjects as noted by Ofsted. {rogress was good but much remained to be done.  Safeguarding Reports   * Homophobic, bullying or racial incidents: None to report. * Behaviour: CPOMS – had been used to record any incidents of poor behaviour, or concerns from staff regarding children’s safety   Data – July 2023  EYFS – GLD (Good Level of Development) 75% against CWaC 67.8% and national 67.2%. Average number of early learning goals 14.5 against CWaC 14.2 and national 14.1.  Phonics (Y1) – 100% against CWaC 79.7% and national 78.9%. Year 2 retakes – 100%.  KS1 (Key Stage 1) **Reading** 75% against CWaC 69.2% and national 68.3%. 33.3% Greater depth against CWaC 17.9% and national 18.8%. **Writing** 58.3% against CWaC 59% and national 60.1%. 0% Graeter depth against CWaC 5.7% and national 8.2%. (Nationally writing seems to have dropped under the new moderation expectations for writing at the end of Year Two.) **Maths** 58.3% against CWaC 69.8% and national 70.4%. Graeter depth 25% against CWaC 15.1% and national 16.3%. Combined RWM 58.3% against CWaC 54.7% and national 56%.  KS2 (Key Stage 2) **note: only 6 children were in Year six last year and two of them were not able to access the test at the required level. Reading** all four met the expected level. Three of the four got greater depth. **Writing** all four met the expected level. No one met the greater depth level. **Maths** all four met the expected level. Two achieved greater depth. **GPS (Grammar)** all four met the expected level. Two achieved greater depth. All four met the expected level in all areas. **SS asked why 2 of the children did not access the test. PH advised that this was because they had learning issues, but that school was still judged as if they had sat the tests**  Writing moderation from the LA took place with Year 2 but not Year 6 this year.  Health and Safety/Building Maintenance/School Grounds   * Car park surface and re-location of the disabled parking space * Perimeter fencing 2m high; * Boiler repairs and heating update; * New entrance for safeguarding and holding area; and * Fire doors – internal.   Budget Update  See minute 11.  SEF/SDP  PH advised that the School Development Plan (SDP) had been comprehensively reviewed and colour coded to indicate where progress had or had not been made. The Chair referred Governors to the Vision and Aspiration section of the Plan which she felt could be more ambitious and would welcome any input from Governors.  **PR commented that the Governors section didn’t appear to have many progress indicators. PH advised that the document was constantly being updated and that the next version would show that much progress had been made in that area.**  Governors were advised that School was not on the SIAMS Inspection schedule for this year.  Governors were concerned that there was a section on Capital Projects in the Plan and whilst accepting that any future investment should reflect on the objectives contained in the Plan felt that a discrete section was unnecessary.  The Chair advised that she had long felt that the Plan should be more informed by parents and had drafted a questionnaire which would be circulated in the Summer term seeking parental views on the objectives contained in the SDP.  Ofsted  The SDP reflected the areas for development from the last Ofsted Inspection and plans were in place to gather pupil voice as well as mental health surveys.  . |
| **Resolved:** | 1. **That the Head Teachers Report be noted.** 2. **That the SDP be amended as discussed at the meeting** |

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| **Agenda item 13** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Discussion:** | Governors were asked to approve the following policies :-   * Admission Arrangements; * Behaviour Policy; * Anti-Bullying Policy; * Charging and Remissions Policy; * Critical Incidents Policy; * ECT Policy; * Gifts and Hospitality Policy * Medicines Policy; * Safeguarding Policy; * Uniform Policy; * Health and Safety Policy; * Governance Handbook; and * Manual of Internal Financial Procedures   **MD raised a concern in respect of the Uniform Policy around the requirement for pupils to have a branded PE uniform which could be seen as a prohibitive cost for some parents.**  **JT advised that she would look at this and bring it back to the next FGB.** |
| **Resolved:** | **That the above policies be approved.** |

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| **Agenda item 14** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | Governors noted that following a number of minor amendments, the school website remained compliant |

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| **Agenda item 15** | **GOVERNOR IMPACT** |
| **Discussion:** | In reflecting upon their impact, Governors noted: -   * Ongoing work to support the headteacher and staff by the work of the two committees and seeking to ensure everyone is actively involved. * Ongoing work to secure the long-term sustainability of school * Ongoing work to stabilise the school’s financial position and that numbers on school roll are sustained. |
| **Resolved:** | **That the matters be noted.** |

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| **Agenda item 16** | **DATE OF NEXT MEETING** |
| **Resolved:** | Summer Term –Thursday 20th June 2024 at 4.30pm at school |

**Meeting finished at 5:50pm.**