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| **Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Thursday 20th June 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  Clair Prior CP  Sandra Smith SS  Rachael Goodwin (RG) | Co-opted Governor  Co-opted Governor  Headteacher  Local Authority Governor  Co-opted Governor  Co-opted Governor  Staff Governor |
| **Apologies:** | Matt Denton\_  Sophie Greensill  Julian Osborne  Paul Rossington | Parent Governor  Parent Governor  Foundation Governor  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** | **APPOINTMENT OF CHAIR OF THE GOVERNING BODY 2024/25** |
| **Resolved** | **That Julia Tillotson be appointed Chair of the Governing Body for the 2024/25 academic year.** |

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| **Agenda item 2** | **WELCOME & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all governors to the meeting and advised that apologies for absence had been received from Matt Denton, Sophie Greensill, Julian Osborne and Paul Rossington. |
| **Resolved:** | **That the apologies be received** |

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| **Agenda item 3** | **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 4** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Resolved:** | **No additional business was declared.** |

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| **Agenda item 5** | **MINUTES OF THE LAST MEETING OF 12th MARCH 2024** |
| **Resolved:** | **That the minutes of the meeting of 12th March 2024 be approved as an accurate record of the meeting.** |

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| **Agenda item 6** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | No matters arising |

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| **Agenda item 7** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Terms of Office** All terms of office were current.  **Appointments** Stephen Bell’s appointment as the Local Authority Governor had been confirmed on 29th April 2024.  **Vacancies** A vacancy existed for a Co-opted Governor.  **Training undertaken / required**  SB to undertake safeguarding training. |
| **Resolved:** | 1. **That the appointment of Stephen Bell as the Local Authority Governor for a four-year term of office from 29th April 2024 to 28th April 2028 be ratified.** 2. **That SB be enrolled onto the next available safeguarding training event.** |

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| **Agenda item 8** | **COMMITTEE REPORTS** |
| **Discussion:** | Governors received the following committee minutes which had been circulated in advance of the meeting.   * Joint Governance Sub-Committee 23rd May 2024 * General Purposes Committee 2nd May 2024 * Curriculum and Safeguarding Committee 13th June 2024 * Finance Staffing and Premises Committee 6th June 2024.   Governors agreed that the composition of the new Joint Oversight committee would be: Paul Hudson, the headteacher; Julia Tillotson, Christine Merrick and Rachael Goodwin from Barrow School and Katie Pierce; Becky Butcher and Claire Entwistle from Duddon School. The Federation Working party would be chaired by Stehen Bell and would also include Sophie Greensill, Liz Smith and Stephen Latham.  In addition, the Terms of Reference for the Joint Governance Committee were confirmed". |
| **Resolved:** | 1. **That the updates be noted.** 2. **That the appointments as detailed be approved** 3. **That the terms of reference for the Federation Working Party be confirmed.** |

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| **Agenda item 9** | **CHAIR’S ACTIONS** |
| **Discussion:** | The Chair reported on the following actions  March 24 to June 24  · Attending regular fortnightly meetings with the Headteacher, as well as meeting other staff & Governors from time to time and dealing with matters arising;  · Revising the SDP with the HT  · Attending training on SIAMS for Governors & school spider & Safer recruitment  · Attending & chairing Joint Duddon/Barrow meeting and liaising with Chair of Duddon Governors on joint matters  · Attending 6 monthly review of HT Management Performance  · Attending Budget meeting  · Reviewing policies |
| **Resolved:** | **That the Chair’s actions be noted.** |

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| **Agenda item 10** | **GOVERNOR SELF EVALUATION AND ACTION PLANNING 2023/24** |
| **Discussion:** | All Governors have been very active in the last school year. We have set up a working party and Joint Oversight committee to investigate Federation; we are re-designing our website and are developing a marketing strategy; our link Governors are developing their roles, and we have all been involved in various projects which reflect our roles as Governors of a Christian school working to improve our performance and the outcomes for children". |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 11** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** |
| **Discussion:** | CM had undertaken an EYFS visit and had loaded her report onto GovernorHub. Part of the report had identified that certain items of equipment needed to be purchased. PH advised that he would try and arrange a meeting with the PTFA in an effort to raise the necessary funds to purchase the equipment. Governors discussed other ways of funding, and agreed to set up a funding/skills page on the website, to appeal for donations for specific items ,or materials or skills for maintenance work |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 12** | **2024/25 BUDGET AND STAFFING** |
| **Discussion:** | At the FGB meeting of the 12th March, 2024, Governors had agreed to increase the shared headteacher time so that there would be a 50:50 split starting in September, 2024. A discussion took place about how that time should be distributed. Subject to consent from Duddon, whose FGB would be on the 5th July, Governors agreed that Headteacher time would be based on alternate weeks of three days (Mon, Wed, Fri)  and two days (Tues, Thurs), for a trial period of one term, subject to review at the end of that period.  At the last Finance & Staffing meeting, Governors had considered various staffing scenarios, but had not received the appropriate budget scenarios from the Local Authority. These were now available. In addition, concerns were raised about the fact that the additional staffing needs had not been anticipated.  Following on from these discussion, PH advised that a final meeting had been held with the local authority on 13th June 2024 where staffing scenarios for the 2024/25 academic year were discussed and their impact on the final budget.  In the light of the new budget scenarios, PH recommended Governors to approve an increase in teaching staffing by 0.21fte to 3.7fte from September 2024 to August 2025 in order to run three classes whilst Willow Class had 35 pupils. All other staffing hours would be retained. This would have the following impact on the 2024/25 budget   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Actual**  **2023/24** | **Forecast**  **2024/25** | **Forecast**  **2025/26** | **Forecast**  **2026/27** | | **Balance B/Fwd** | 10,060 | 30,295 | 14,771 | 21,686 | | **Projected Income** | 498,812 | 504,787 | 534,274 | 532,178 | | **Projected Expenditure** | 478,576 | 520,311 | 527,358 | 531,130 | | **In Yr surplus / deficit** | 20,235 | -15, 524 | 6,916 | 1,049 | | **Projected C/fwd** | 30,295 | 14,771 | 21,686 | 22,735 |   Governors gave further consideration to the day to day logistics of the Headteacher spending 50% of his time at Barrow CE Primary School |
| **Resolved:** | 1. **That the Headteacher arrangements for a 50/50 split be brought forward to September 2024 and be based on an alternative week basis of 3 days and 2 days.** 2. **That details of the Headteachers presence on site be communicated to parents via the School Newsletter** 3. **That the 2024/25 budget as amended and detailed above be approved.** 4. **That the 2024/25 staffing structure be approved** |

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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: 57 (was 47 at PLASC in October 2023.)  Willow class (33): Year 6: 4 Year 5: 6 Year 4: 11 Year 3: 12  Acorn class (24): Year 2:6 Year 1: 9 Reception: 9  Staffing/Class Update  There were currently 3.4FTE teaching which included: 1FT, 2 x 0.6, 1 x 0.8 + Head 0.4  Mr Holland was meeting with Mrs Goodwin to organise the plan to have Design and Technology, Forest School and French documents on the website. Governors also agreed to allow one and a half days overtime to Mr Holland to prepare curriculums for Forest School, DT and French  School was continuing to pay for agency cover in order to provide 1:1 support for a child in Yr5 who had an EHCP. This would cease at the end of the Summer term and alternative support arrangements put in place  Rachael Goodwin had updated PH on the support school was continuing to offer to children with SEND needs across the school.  The three trainee teachers from the University of Chester had completed their time.  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 2024  The externally marked Key Stage Two tests would not be returned to school until July 2024. (Reading and maths). The internally marked writing assessment had been moderated this year by the Local Authority. RG’s assessment was deemed to be accurate and well prepared. All four of our Year six students were graded as at least expected (100%)  The nine EYFS children had had the end of year baseline assessment from SA and LW – GLD (Good Level of Development) 67% against last year’s CWaC 67.8% and national 67.2%. Average number of early learning goals.  If the phonics pass mark stayed at 32 as last year then - 67% (6 of 9) against CWaC 79.7% and national 78.9%. Two children were close but had some gaps and one child who had only joined school recently was well below for a variety of reasons.  School was using Nfer standardized tests for all other year groups in reading andmaths in order to track children’s progress through their time with us. This would be used as progressanalysis during governors meetings.  SEF/SDP  PH advised that the School Evaluation Form (SEF) was being updated following a meeting with the school ASIA and would be loaded onto GovernorHub once completed.  In relation to the School Development Plan(SDP) this would be updated to reflect the 2024/25 priorities. |
| **Resolved:** | **That the Head Teachers Report be noted.** |

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| **Agenda item 13** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Discussion:** | Governors were asked to approve the following policies :-   * Data Protection Policy; * Uniform Policy. * Whistleblowing Policy   **SB advised that he would be looking at producing an Accessibility Plan.** |
| **Resolved:** | **That the above policies be approved.** |

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| **Agenda item 14** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | Governors were advised that the school website remained compliant |

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| **Agenda item 15** | **PARENTAL SURVEY** |
| **Discussion:** | Governors were advised that this was ongoing |

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| **Agenda item 16** | **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 17** | **DATE OF NEXT MEETING** |
| **Resolved:** | 14th November 2024 at 4.00pm  13th March 2025 at 4.00pm  19th June 2024 at 4.00pm |

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