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| **Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Wednesday 29th March 2023 at 4.30pm. | |
| **Venue:** | School | |
| **Present:** | Christine Merrick CM Vice Chair of Governors (from 5.30pm)  Paul Hudson PH  Julia Frew JF  Julia Tillotson JT  Paul Rossington PT  Rachael Goodwin RG  Rev. Julian Osborne JO | Co-opted Governor  Headteacher  Foundation Governor  Co-opted Governor  Co-opted Governor  Staff Governor  Foundation Governor |
| **Apologies:** | John Armstrong JA  Rachel Morrison RM  Sophie Greensill SG  Clair Prior CP | Co-opted Governor  Co-opted Governor  Parent Governor  Parent Governor |
| **In Attendance:** | Lynne Hughes LH  John Addison JA | Bursar  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** |
| **Resolved:** | **That in the absence of the Chair and Vice Chair (at the start of the meeting) Julia Tillotson be appointed Chair for this meeting of the FGB** |

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| **Agenda item 2** | **WELCOME & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all to the meeting.  Apologies for absence had been received from John Armstrong, Rachel Morrison, Sophie Greensill and Clair Prior. |
| **Resolved:** | **That the apologies from JA, RM, SG and CP be accepted.** |

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| **Agenda item 3** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Discussion:** | PH advised that, although not a formal item of any other business, he wished to bring to the attention of Governors that the local authority was approaching schools about the possible use of under-utilised space to provide a facility for children with additional needs. PH would keep Governors informed accordingly. |
| **Resolved:** | **No additional business was declared.** |

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| **Agenda item 4** | **MINUTES OF THE LAST MEETING OF 23rd November 2022** |
| **Resolved:** | **That the minutes of the meeting of 23rd November 2022 be approved as an accurate record of the meeting.** |

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| **Agenda item 5** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | **Item 13** **Local Crowd Funding** JF to give PH contacts to set up local crowd funding - ongoing  **Item 14** **Mental Health Policy**  Re; EYFS, PH had contacted the local authority but still awaiting a visit. The Mental Health Policy had been completed.- |

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| **Agenda item 8** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Terms of Office** Rachel Morrison’s term of office as a Co-opted Governor would expire on 1st May 2023 and Rachel had advised that she would not be seeking reappointment. It was also reported that the term of office of Clair Prior as a Parent Governor would also expire on 1st May 2023. Governors were advised that as Clair’s children no longer attended the school, she could not seek re-election, however, Governors were of the opinion that as it was easier to elect Parent Governors than to source Co-opted Governors, Clair should be appointed as a Co-opted Governor  **Vacancies** There remained the following vacancies on the Governing Body: -   * 1 Local Authority Governor   **Training undertaken / required** No governor training had been completed since the last FGB. |
| **Resolved:** | **That Clair Prior be appointed a Co-opted Governor for a 4-year term of office to 28th March, 2027.** |

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| **Agenda item 9** | **CHAIR’S ACTIONS** |
| **Discussion:** | In his absence, JA had uploaded the following Chair’s actions Governor Hub prior to meeting;  1. HT performance management review meeting 5 December 2022  2. Joint committee on shared headteacher with Duddon St Peter’s School: Meeting on 17 January 2023, recommendations to agree permanent appointment of PH as shared headteacher across two schools.  3. Chaired general purposes committee meeting 2 February 2023 – ratified joint committee recommendation  4. Ongoing stakeholder liaison with CWC and Chester DBE  5. Finance: attended budget meeting 24 January 2023. Revisions to draft budget and further exchanges with CWAC schools finance to confirm that if draft budget agreed, the licensed budget deficit will cease to operate in 2023/24 and Notice of Concern lifted.  6. SFVS compiled and submitted February 2023  7. Revised and refreshed school website  8. Audit of statutory policies and procedures January – February 2023  9. Updated policies in consultation with RG, NS, and PH:  (i) Relationships & Health Policy  (ii) SEND Policy  (iii) Readings & Phonics Policy  (iv) Data Protection Policy  (v) Publication Scheme drafted and published  (vi) Privacy Notice drafted and published  10. Various Health & Safety matters attended to  11. Various minor building reparations attended to - school roof, gardens, mud kitchen  12. Liaison with committee chairs ahead of this term’s committee meetings  13. Various informal individual meetings with HT, bursar, fellow governors  14. Safeguarding meeting with PH 27 February 2023. |
| **Resolved:** | **That the Chair’s actions be noted.** |

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| **Agenda item 10** | **COMMITTEE REPORTS** |
| **Discussion:** | Governors received the following committee minutes which had been circulated in advance of the meeting.   * Joint Governance Sub-Committee 17th January 2023 * General Purposes Committee 2nd February 2023 * Curriculum and Safeguarding Committee 7th March 2023 * Finance Staffing and Premises Committee 9th March 2023. |
| **Resolved:** | **That Governors received and noted the minutes from the Committees.** |

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| **Agenda item 11** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** |
| **Discussion:** | No Link Governor visit had been made since the last meetings |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 12** | **GOVERNOR SELF EVALUATION AND ACTION PLANNING 2022/23** | | |
| **Discussion:** | Further to the discussion held at the last meeting that there was no urgent need to undertake a skills audit, the Clerk advised that the NGA Skills Audit was a generic document and did not take into account the specific requirements of Voluntary Aided Schools especially in respect of a SIAMS Inspection. The Clerk advised that he had received an appendix to the NGA document provided by the Diocese which addressed the skills required of Governors of Voluntary Aided schools | | |
| **Resolved:** | **That the skills audit questions in respect of Voluntary Aided schools be loaded onto GovernorHub .** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **That the skills audit questions in respect of Voluntary Aided schools be loaded onto GovernorHub** | **Clerk** | **ASAP** |

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| **Agenda item 13** | **FINANCE UPDATE** |
| **Discussion:** | **3 Year Budget Summary as of 14th March 2023**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Actual**  **2021/22** | **Forecast**  **2022/23** | **Forecast**  **2023/24** | **Forecast**  **2024/25** | | **Balance B/Fwd** | 9,442 | -19,968 | -19,775 | 4,414 | | **Projected Income** | 371,086 | 424,761 | 461,266 | 463,277 | | **Projected Expenditure** | 400,496 | 424,588 | 437,076 | 449,831 | | **In Yr surplus / deficit** | -29,410 | 193 | 24,189 | 13,446 | | **Projected C/fwd** | -19,968 | -19,775 | 4,414 | 17,861 |   PH advised that the figures for 2023/24 contained provision for 3 FTE staff up from 2.4. PH also advised that as the ongoing financial position of the school had moved from a negative to a positive position, it presented school with the opportunity to review staffing structures from September 2023 by providing additional support to Willow Class.**PR sought assurances that the financial position of the school was robust enough to support any staffing measures. PH confirmed this to be the case.** |
| **Resolved:** | **That the 2023/24 Budget and 3 Year Forecast be approved.** |

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| **Agenda item 14** | **HEADTEACHER’S REPORT** | | |
| **Discussion:** | PH advised that he would include discussion around the School Development Plan and School Evaluation Forecast in his report.  PH reminded Governors of the discussions held at the Curriculum and Safeguarding Committee held on 7th March 2023 around re-writing the SEF in advance of a possible Ofsted Inspection. PH suggested that his experiences following a recent Ofsted Inspection at Duddon CE Primary should inform discussion in this area.  PH advised that it became apparent during the Duddon Inspection that Ofsted wanted to see evidence of pupil assessment in all subjects not just the headline areas. This could present Barrow CE with an issue as at present, it did not have access to any assessment tools which would provide such evidence for Ofsted. Accordingly, it was proposed that he and other staff would commence an urgent review after Easter to identify suitable tools which would ensure that school could provide evidence that children had been assessed in all subjects. At the present time school was actively looking at an application called Insight but others would be investigated.  **JT asked if school had adequate resources to purchase the applications PH advised how these would be resourced and would submit a report to the next meeting.**  PH also advised of a visit from Governors of Crowton CE Primary School who were actively investigating reverting to a 2 class school structure.  PH also advised of recent sporting activities undertaken by the children.. | | |
| **Resolved:** | 1. **That the Headteachers Report be noted.** 2. **That a report be submitted to the next meeting of any purchase of an assessment application.** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **That a report be submitted to the next meeting of any purchase of an assessment application** | **PH** | **Next Meeting** |

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| **Agenda item 15** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Resolved:** | **That the Mental Health Policy be approved.** |

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| **Agenda item 16** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | It was reported that the Chairman had revised and refreshed the school website.  **JF asked if the calendar on the school website could be populated with relevant major events.** |
| **Resolved:** | **That the calendar on the school website be populated with the significant school events during the year** |

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| **Agenda item 17** | **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 18** | **DATE OF NEXT MEETING** |
| **Resolved:** | Summer Term – Wednesday 5th July 2023 at 3.30pm at school |

**Meeting finished at 6.05pm.**