

|  |  |  |
| --- | --- | --- |
| **Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Wednesday 5th July 2023 at 4.30pm. | |
| **Venue:** | School | |
| **Present:** | Christine Merrick Vice Chair of Governors  Paul Hudson PH  Julia Tillotson JT  Paul Rossington PT  Rachael Goodwin RG  Rev. Julian Osborne JO  Sophie Greensill SG | Co-opted Governor  Headteacher  Co-opted Governor  Co-opted Governor  Staff Governor  Foundation Governor  Parent Governor |
| **Apologies:** | Clair Prior CP | Co-opted 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.

|  |  |
| --- | --- |
| **Agenda item 1** | **APPOINTMENT OF CHAIR AND VICE CHAIR** |
| **Resolved:** | **That Julia Tillotson and Christine Merrick be appointed Chair and Vice Chair respectively until September 2024** |

|  |  |
| --- | --- |
| **Agenda item 2** | **WELCOME & APOLOGIES FOR ABSENCE** |
| **Discussion:** | The Chair welcomed all to the meeting. An apology for absence had been received from Clair Prior. |
| **Resolved:** | **That the apologies from Clair Prior be accepted.** |

|  |  |
| --- | --- |
| **Agenda item 3** | **DECLARATION OF ANY OTHER BUSINESS** |
| **Discussion:** | Ofsted Inspection |

|  |  |
| --- | --- |
| **Agenda item 4** | **DECLARATION OF INTEREST** |
| **Discussion:** | Christine Merrick was Headteacher at iMap School.  All staff had completed a Declaration of Interest form |

|  |  |
| --- | --- |
| **Agenda item 4** | **MINUTES OF THE LAST MEETING OF 29th MARCH 2023** |
| **Resolved:** | **That the minutes of the meeting of 29th March 2023 be approved as an accurate record of the meeting.** |

|  |  |
| --- | --- |
| **Agenda item 5** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | **Local Crowd Funding** PTFA applying for charitable status meant that this was an ongoing matter.  **Mental Health Policy**  EYFS, school had received 2 visits from the local authority.  **Item 12 Skills Audit**  File created on GovernorHub containing documents.  **Item 14 Assessment Applications**  Ongoing- |

|  |  |
| --- | --- |
| **Agenda item 8** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Terms of Office**  The Governing Body was advised that the term of office for Julia Tillotson would expire on 9th July 2023 and Christine Merrick would expire on 23rd September 2023. Both Governors had expressed their willingness to seek reappointment.  **Parent Governor**  The Governing Body was advised that Matt Denton had been elected unopposed as a Parent Governor.  **Resignations**  The Governing Body was advised of the resignations of John Armstrong, Rachel Morrison and Julia Frew.  **Vacancies** There remained the following vacancies on the Governing Body: -   * 1 Local Authority Governor * 2 Co-opted Governors * 1 Parent Governor * 1 Foundation Governor   Governors discussed options for filling the vacancies using local media outlets and social media.  **Training undertaken / required** No governor training had been completed since the last FGB. Governors acknowledged that there was a need to identify a matrix of statutory training for Governors as well as what other opportunities were available to enable them to carry out their duties effectively.  **Feedback from Meeting with the Diocese and Local Authority re Federation Arrangements**  PH revisited the arrangements in place whereby the school, had an arrangement with Duddon C of E Primary School which meant that PH was seconded to Barrow for 2 days per week as Headteacher. It was proposed that this substantive arrangement would become permanent from September 2023.  Discussion also took place around extending the arrangement from 2 to 2.5 days per week which would have financial implications for the school going forward. |
| **Resolved:** | 1. **That Julia Tillotson be reappointed as a Co-opted Governor for a 4-year term of office to 10th July, 2027.** 2. **That Christine Merrick be reappointed a Co-opted Governor for a 4-year term of office to 22nd September 2027.** 3. **That Matt Denton be confirmed as a Parent Governor for a 4-year term of office to 4th July 2027.** 4. **That the thanks and appreciation of the Governing Body be extended to John, Rachel and Julia for their services to the school.** 5. **That as soon as practically possible but no later than September 2025, the contract of PH be extended to 2.5 days per week at Barrow C of E Primary School and that it be confirmed that PH became the substantive Headteacher at Barrow C of E Primary School for 2.0 days per week from September 2023** |

|  |  |
| --- | --- |
| **Agenda item 9** | **CHAIR’S ACTIONS SINCE THE LAST MEETING** |
| **Discussion:** | 1. Signed off 3 year budget and sent to CWAC 2. Stepped up to Chair 27th April 2023 3. Informed parents that John Armstrong had resigned as chair and CM would be standing in until a new chair is appointed 4. Set open day as 14th of July and informed parents 5. Sent out parent governor application letters 6. Communication between Katie Pierce around HT contract (support from Julia T) 7. Joint committee meeting Duddon/ Barrow shared headship 23.5.23 8. C&S meeting 13th June 9. FSP meeting 15th June 10. Meeting with Chris Penn and Christine Ridley Thomas 16th June 11. Ofsted 26th-28th July 12. HT midterm review scheduled for 14th July 9:30am 13. Safeguarding self audit scheduled for 11th July 14. Invited Matt Denton – applicant for parent governor role to part 1 of full governors on 5.7.23 15. Short listing for KS2 teacher – 30.6.23 16. Short listing for KS1 teacher – 3.7.23 17. Interviews scheduled for 6.7.23 midday- 6pm 18. Various informal individual meetings with HT, bursar, staff and fellow governors |
| **Resolved:** | **That the Chair’s actions be noted.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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 27th May 2023 * Curriculum and Safeguarding Committee 13th June 2023 * Finance Staffing and Premises Committee 15th June 2023.   The attention of Governors was drawn to minute 7 of the meeting of the Finance Staffing and Premises Committee which stated as follows:-  *PH reported that Babes and Tots was now only attended by a few families now, and it would be useful to consider our offer for younger children long term. PH suggested that Duddon pre-school could be used for this purpose. Whereby children who lived in Barrow and/or were likely to attend Barrow school could be invited to attend Duddon pre-school but wear a Barrow uniform rather than a Duddon one. There was some concern expressed that with no provision in Barrow itself some children may apply to schools outside of the village where they attended pre-school. CP suggested this could be discussed in the next FGB meeting.* | | |
| **Resolved:** | 1. **That Governors received and noted the minutes from the Committees.** 2. **That the proposal around Barrow children attending Duddon Pre-School be discussed with the local authority** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **That the proposal around Barrow children attending Duddon Pre-School be discussed with the local authority** | **PH** | **ASAP** |

|  |  |
| --- | --- |
| **Agenda item 11** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** |
| **Discussion:** | CM reported that she would be conducting a Safeguarding Self Audit in the near future |
| **Resolved:** | **That the matter be noted.** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda item 12** | **GOVERNOR SELF EVALUATION AND ACTION PLANNING 2023/24** | | |
| **Discussion:** | CM suggested that Governor CPD should be a priority in 2023/24 and that Governors should undertake a Skills Audit to identify any areas for development | | |
| **Resolved:** | **That Governors undertake a Skills Audit for the 2023/24 academic year.** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **That the NGA skills audit questions be loaded onto GovernorHub** | **Clerk** | **ASAP** |

|  |  |
| --- | --- |
| **Agenda item 13** | **FINANCE UPDATE** |
| **Discussion:** | **3 Year Budget Summary as of 17th May 2023**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | **Actual**  **2022/23** | **Forecast**  **2023/24** | **Forecast**  **2024/25** | **Forecast**  **2025/26** | | **Balance B/Fwd** | -19,968 | 10,060 | 11,621 | 16,039 | | **Projected Income** | 429,626 | 461,162 | 486,751 | 499,321 | | **Projected Expenditure** | 399,598 | 459,601 | 482.333 | 485,743 | | **In Yr surplus / deficit** | 30,028 | 1,561 | 4,418 | 13,579 | | **Projected C/fwd** | 10,060 | 11,621 | 16,039 | 29,617 |   PH advised that the figures for 2023/24 included funding for additional teaching.  **MD asked if Governors had considered alternative sources of funding via corporate sponsorship and advised that he would investigate this and report back to the FGB in due course.** |
| **Resolved:** | **That the 2023/24 Budget position and 3 Year Forecast be noted** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda item 14** | **HEADTEACHER’S REPORT** | | |
| **Discussion:** | PH advised that the school finances were in a positive position and that school would have 51 on roll from September 2023.  The School Development Plan would be updated in line with the recommendations contained in the Ofsted judgement The SEF had been prepared in a new format and would now need to be populated. | | |
| **Resolved:** | 1. **That the Headteachers Report be noted.** 2. **That the Chair meet with PH to formalise the content of the SEF.** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **That the Chair meet with PH to formalise the content of the SEF** | **JT/PH** | **ASAP** |

|  |  |
| --- | --- |
| **Agenda item 15** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Resolved:** | **That the RSE Policy be considered by the Curriculum and Safeguarding Committee at its next meeting.** |

|  |  |
| --- | --- |
| **Agenda item 16** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | PH confirmed that the calendar on the school website had now been populated.  JT was concerned that school was not making the most of the website as it was the first place that parents and others looked to get an impression of the school. PH advised that it was not an easy task to upload various sources of information as they were located on different portals but that he would look at how the website could be upgraded. |
| **Resolved:** | **That the report be noted** |

|  |  |
| --- | --- |
| **Agenda item 17** | **GOVERNOR IMPACT** |
| **Discussion:** | CM reported that feedback from the Inspectors after the Ofsted visit confirmed that governance was effective which reflected well on the work of the FGB and committees. |
| **Resolved:** | **That the report be noted.** |

|  |  |
| --- | --- |
| **Agenda item 18** | **OFTED INSPECTION** |
| **Discussion:** | PH reflected on the outcomes of the Ofsted Inspection and that a fuller discussion would be held at the next meeting once the official report had been received |
| **Resolved:** | **That the report be noted.** |

|  |  |
| --- | --- |
| **Agenda item 19** | **DATE OF NEXT MEETING** |
| **Resolved:** | 5th October 2023 at 4.30pm at school |

**Meeting finished at 6.35pm.**