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| **Minutes of the Meeting of the**  **Full Governing Body of Barrow CE Primary School** | | |
| **Date:** | Thursday 12th October 2023 at 4.30pm. | |
| **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  Clair Prior CP  Sandra Smith SS | Co-opted Governor  Co-opted Governor  Headteacher  Local Authority Governor  Parent Governor  Co-opted Governor  Co-opted Governor  Co-opted Governor |
| **Apologies:** | Rachael Goodwin  Sophie Greensill SG  Isabelle Hughes IH  Julian Osborne JO | Staff Governor  Parent Governor  Foundation Governor  Foundation 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** | **WELCOME & APOLOGIES FOR ABSENCE** | | |
| **Discussion:** | JT provided introductions to the new governors (SB and SS) and welcomed all governors to the meeting. Apologies for absence had been received from Rachael Goodwin, Sophie Greensill, Isabelle Hughes and Julian Osborne. | | |
| **Resolved:** | **That the apologies be received** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **JT to provide SB and SS with access to GovernorHub** | **JT** | **ASAP** |

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| **Agenda item 2** | **APPOINTMENT OF CLERK FOR 2023/24** |
| **Resolved:** | **That John Addison, from Second2None School Support Ltd, be appointed as Clerk for the academic year 2023/24.** |

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| **Agenda item 3** | **ANNUAL DECLARATIONS** |
| **Discussion:** | Governors were required to complete and confirm the declaration statements in GovernorHub, in relation to the following: -  • Declaration of pecuniary, personal, educational interests.  • Code of Conduct  • Confirmation of eligibility. |
| **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 5th July 2023** |
| **Resolved:** | **That the minutes of the meeting of 5th July 2023 be approved as an accurate record of the meeting.** |

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| **Agenda item 6** | **MATTERS ARISING / ACTIONS** |
| **Discussion:** | Item 10 Proposal around Barrow children attending Duddon pre-school was discussed at the Finance, Staffing and Premises Committee on 28th September 2023 |

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| **Agenda item 7** | **GOVERNING BODY MEMBERSHIP** |
| **Discussion:** | **Terms of Office** All terms of office were current.  **Appointments** The appointment of Stephen Bell as Local Authority Governor from 12th October 2023 to 11th October 2027 was ratified.  The appointment of Sandra Smith as a Co-opted Governor from 12th October 2023 to 11th October 2027 was ratified.  The appointment of Isabelle Hughes as Foundation Governor from 1st January 2024 to 31st December 2028 was ratified.  **Vacancies** There were no vacancies at present.  **Training undertaken / required** No governor training had been completed since the last FGB. However, the school was about to purchase The Key for Governors which would provide access to bespoke training packages |
| **Resolved:** | 1. **That the appointment of Stephen Bell as Local Authority Governor for a four-year term of office from 12th October 2023 to 11th October 2027 be ratified.** 2. **That the appointment of Sandra Smith as a Co-opted Governor for a four year term of office from 12th October 2023 to 11th October 2027 be ratified** 3. **That the appointment of Isabelle Hughes as Foundation Governor from 1st January 2023 to 31st December 2027 be ratified.** |

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| **Agenda item 8** | **COMMITTEE STRUCTURE AND MEMBERSHIP** |
| **Discussion:** | Governors discussed the committee structure and membership and approved as follows.   * General Purposes Committee - FGB * Finance Staffing & Premises Committee - CP (Co-Chair), PR (Co-Chair), MD, JT and SS * Curriculum & Safeguarding Committee - JT, (Co-Chair) SS (Co-Chair) CM, SB ,JT and RG * Joint Governance Sub Committee – * Pay Committee (to be drawn from members of the FSP committee as necessary) * Headteachers Performance Management Panel |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 9** | **LINK GOVERNOR & LEAD GOVERNOR ROLES 2023/24** |
| **Discussion:** | The following appointments were made   * Safeguarding – Sandra Smith * SEND – Christine Merrick * EYFS – Christine Merrick * Mental Health and Wellbeing – Isabelle Hughes * Pupil Premium and Sports Premium – Matt Denton * Health and Safety and Premises – Stephen Bell |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 10** | **CHAIR’S ACTIONS** |
| **Discussion:** | JT advised of the following actions during Summer/Autumn 2023   * Reviewed Head Teachers’ Joint Contract of Employment with Duddon School and Cheshire West and Chester Council (June/July 2023); * Participated in new staff interviews for KS1 and KS1 teachers (July 2023); * Met with former Chair of Governors for formal handover meeting (July 2023); * Reviewed Safeguarding Audit documentation and budget position with Head Teacher (October 2023); * Arranged for Governors and staff to access on-line training with GovernorHub and identified a suitable provider for on-line CPD for staff with Schoot.co.uk (Sept/Oct 2023); * Chaired Curriculum and Safeguarding Committee 3rd October 2023; * Attended Finance, Staffing and Premises Committee 28th September 2023; * Reviewed SEF September 2023; * Began process to review policies * Attended meeting with Diocese, Cheshire West and Chester Council and Chair of Governors at Duddon and PH to discuss school updates and joint projects 12th October 2023; * Updated GovernorHub; and * Held various informal meetings with staff and governors. |
| **Resolved:** | **That the Chair’s actions be noted.** |

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| **Agenda item 11** | **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 |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 12** | **COMMITTEE REPORTS** |
| **Discussion:** | Governors received the Committee Minutes which had been circulated in advance of the meeting.  **Finance, Staffing and Premises Committee**  Minutes of the meeting held on 28th September 2023 had been uploaded on Governor Hub prior to the meeting.  **Curriculum and Safeguarding Committee**  Minutes of the meeting of the Curriculum and Safeguarding Committee held on 3rd October 2023 had been loaded onto GovernorHub prior to the meeting. |
| **Resolved:** | **That Governors received and noted the minutes from the Committees.** |

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| **Agenda item 13** | **LINK GOVERNOR & LEAD GOVERNOR VISIT REPORTS** | | |
| **Discussion:** | There were no reports to be discussed but Governors discussed possible roles and timescales for visits.  JT advised that she would contact Governors seeking any expressions of interest in regard to subject areas | | |
| **Resolved:** | **That the matter be noted.** | | |
| **Action:** | **What:** | **Who:** | **When:** |
|  | **JT to contact Governors re subject areas** | **JT** | **ASAP** |

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| **Agenda item 14** | **FINANCE** |
| **Discussion:** | The financial position of the school had been discussed in detail at the Finance, Staffing and Premises Committee and the minutes had been uploaded onto GovernorHub. |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 15** | **HEADTEACHER’S REPORT** |
| **Discussion:** | PH provided a detailed report under the following headings  Pupil Numbers  Pupils on roll at October 2023: 50 (49 in school 1 Y5 on role but due to start after half term.)  Willow class (30): Year 6: 4 Year 5: 6 Year 4: 9 Year 3: 11  Acorn class (20): Year 2: 7 Year 1: 8 Reception: 5  Staffing/Class Update  There were currently 3.4FTE teaching which included: 1FT, 2 x 0.6, 1 x 0.8 + Head 0.4  School was registering the children in two classes (Acorn and Willow) however, the timetable had been arranged such that during the morning there were five groups: Reception, Year 1, Year 2, Year 3 + 4, Year 4-6. This enabled small group work targeted at their age and ability for Maths and English. In the afternoons classes focussed more on the foundation subjects where classes were together with teaching assistant support.  The children continue to benefit from Forest schools on a Wednesday.  Teaching assistant hours had increased this term to support the needs of Willow as a larger class and some SEND support for children with EHCP or top up funding.  School had been successful in applying for an EHCP for a child in Year 5 and would receive the highest level of funding for this child to have 1:1 support. School had budgeted for a new teaching assistant’s role which was currently being advertised. This would be for 17.5hrs per week and focussed on support during the morning core subject lessons.  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 meeting was held on 11th October 2023 with Christine Ridley-Thomas (LA), Chris Penn (Diocese), Katie Pierce (Chair at Duddon), Julia Tillotson and me.  The children and staff had been involved in an increasing amount of joint opportunities.  Performance Management  The Head Teachers performance management was due to take place this term. There would be performance management meetings with all other staff before the end of Autumn term.  Curriculum  Staff were working extremely hard on curriculum design, with specific focus upon the foundation subjects as noted by Ofsted. SLT (Senior Leadership Team) from both schools had benefitted from support with curriculum design from the LA (local Authority) with two days spent before the summer holidays with a SSL (Specialist Subject Leader) who had been very supportive.  This was fed back to the teaching staff of both schools via the SLT staff on the joint INSET day in September. They outlined the next steps with regards to foundation subject curriculum design. During the Autumn term subject leaders were benefiting from dedicated time with the SSL regarding the foundation subjects they were responsible for. Staff from both schools were working together on these areas. This terms subjects included: Art, computing, PE, and music. School had also reviewed geography and history. The fifth day would be a chance for the SLT to review the progress by the end of term and target the areas which still required improvement. School would then plan its’ next steps for the Spring term. **Governors asked if the concentration on these subjects had arisen from the Ofsted Inspection Judgement. PH advised that the issue when Ofsted inspected was that all subjects were not at the same level. There was no problem with core subjects, but other subject areas of the curriculum were not at the same level and required improvement.**  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. * Two CIN (Child In Need) in place, both led by CHF (Cotton Hall Farm). One TAF in place affecting one family (two children) in school. Led by Head Teacher.   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  Plumbing repairs had been carried out in the boiler room and some minor repairs to toilets and taps. The Head Teacher would conduct a health and safety walk around school once a governor is appointed.  During the summer a range of minor repairs were carried out to the school building, whilst it was desirable to improve the lighting around the garden area, particularly along the path to the gate on Ferma Lane as it was a hazard during the short days and colder nights.  There was a plan in place to improve the ‘mud kitchen area’. DFC funding had been allocated along with support from the PTFA.  Budget Update  The Finance Committee was updated at the recent meeting. The 3 year forecast was currently balanced. A Budget update with the local authority was set for 9.30am on 2nd November, 2023.  SEF/SDP  A meeting would be held between the Head Teacher and Chair of Governors on 19th October 2023 to review and update the SEF and SDP. The revised version would be uploaded onto GovernorHub accordingly.  Ofsted  The parents’ meeting arranged after the release of the most recent Ofsted report was well attended. There was an overwhelming feeling of support from the parents who came. School had had have had several offers of help.  The Head Teacher suggested that it might be a good idea to formulate a simple outline as to what the school was doing to meet the issues which were raised as ‘Requires improvement’ by Ofsted. This simplified SDP could then be shared with parents to keep them updated on how school hoped to improve the next outcome.  The earliest Ofsted would return (unless there was a significant issue)wais July 2024. Regardless this was not being taken for granted and therefore staff were working flat out to best prepare the school for an inspection. |
| **Resolved:** | 1. **That the Head Teachers Report be noted.** 2. **That the response to the Ofsted Inspection Report be shared with Governors** |

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| **Agenda item 16** | **POLICIES/PROCEDURES FOR REVIEW/APPROVAL** |
| **Discussion:** | Governors were advised that the Safeguarding Policy had been loaded onto GovernorHub and Governors were asked to give any comments to the Curriculum and Safeguarding Committee.  The School was asked to check that the Health and Safety Policy was on the School Website |
| **Resolved:** | **That the matter be noted.** |

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| **Agenda item 17** | **SCHOOL WEBSITE COMPLIANCY** |
| **Discussion:** | Governors noted that the school website remained compliant |

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| **Agenda item 18** | **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 19** | **DATES OF NEXT MEETING** |
| **Resolved:** | Spring Term – Tuesday 12th March 2024 at 4.30pm at school  Summer Term –Thursday 20th June 2024 at 4.30pm at school |

**Meeting finished at 5:35pm.**