

Barley Lane School Full Governing Board Meeting 1 (Part 1 Minutes)

Date / Time:	16 th September 2021 at 17.00	Location:	Microsoft Teams
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Attendees:	Initials:	Governor Type:	Arrival time
Raz Miah	RM	Staff	
Liz Shinn	LS	Local Authority	
James Martin	JM	Co-Opted	
Katrina Campbell-Crocker	KC	Foundation	

Attendees:	Initials:	Governor Type:	Arrival time
Dave Jones	DJ	Staff – Acting Headteacher	
Damian Furniss	DF	Parent (Chair of Governors)	
Helen Crossfield	HC	Co-opted	
Jenni Palmer	JP	Parent	

Sanctioned Apologies:	Initials:	Governor Type:

Unsanctioned Apologies:	Initials:	Governor Type:

In Attendance:	Initials:	
Helen Rimmer	HR	Clerk to Governors
Vicki Sessions	VS	Invited-BL Deputy Headteacher
Judith Ford	JF	Invited – BL Bursar
Carl Moore	CM	Invited – BL Behaviour Manager
Ben Wells	BW	Invited – BL teaching staff, data lead

Minutes To:
Full Governing Board

BL= Barley Lane

FGB = Full Governing Board

DCC=Devon County Council

DPO=Data Protection Officer

GDPR=General Data Protection Regulation

CSE=Child Sexual Exploitation

PHSE= Personal, Social and Health Education

SEMH= Social, emotional and mental health needs

KCSiE=Keeping Children Safe in Education

This was a virtual meeting using the Teams online platform.

[Teams Chat FGB Housekeeping meeting 1 16 September 2021](#)

All reports had been distributed to the Governing Board via the GovernorHub (secure online portal) prior to the meeting.

All present, gave permission for the meeting to be recorded for the accuracy of minute keeping. (On the understanding that the recording will be deleted as soon as the final minutes are signed as a correct record.)

Meeting started: 17:02

DF reported that he was in regular contact with DJ, as the new school year began. He said to the staff present, he hoped 1st few days back at school had gone well.

DF reported that earlier in the week, he had spoken to Dawn Stabb (Head of Education and Learning, Devon County Council (DCC)). During his conversation he asked what could be learned from Ofsted inspections [in Devon schools]. DF reminded everyone present that BL was last inspected Dec 2017 [and rated Good]. He noted that Ofsted inspections are usually on a 4-year cycle for schools rated Good. However, the pandemic stopped inspections for about 12 months. Based on inspections last term, schools seem to be being inspected 5 years after their last inspection. DF said it is therefore more likely for BL to be inspected in the Autumn term next year but everyone needs to expect an inspection this term too. From his conversation with Dawn Stabb, Ofsted’s focus is likely to be ensuring the imbedding of the new curriculum standards. They have not been taking into account the pandemic, no adjustments to the inspection process or standards to take into account what schools’ staff and pupils been going through. DF would like to be confident that all governors can articulate BL’s approach to the curriculum and have an understanding of pupil progress and how BL’s curriculum meets the latest framework. Governors already heard from VS and DJ about this. DF said he would like to be better informed on BL strengths and areas for improvement and all the ways BL is maximising pupils’ life chances.

Governors noted that BL having a new Headteacher and new School Business Manager could trigger an Ofsted inspection. All governors agreed they needed to be inspection ready as this means that ensuring the right things are happening is routine.

DF concluded his introduction by noting that DJ’s Headteacher appointment is an interim appointment [for this academic year]. The Governing Board need to prepare for carrying out the permanent recruitment process, whilst ensuring continuity.

1.1	<p>Apologies & Business Interests Apologies were received from HC, JM and KC,. these were sanctioned. The governors had no new business interests or changes to business interests to report. As it was a virtual meeting it was not possible to update the paper business interest record. It was agreed to postpone updating the paperwork until the Board met in school.</p>		
2.1	<p>Clerk’s Housekeeping The Clerk ran through a reminder of time-lines from requests to have items included on the agenda, production of the final agenda 1 week before the meeting, sharing of draft-minutes ideally 1 week after a meeting. Circumstances in which an item not on the agenda can be discussed at the meeting – items brought forward by the chair- at the chair’s discretion if the FGB is the correct forum, all the information required is available and there is time at the end of the meeting. Governors were reminded of the expectation that reports will be read before meetings and they will come prepared with questions. Lead Governors were reminded that their role is crucial. The Terms of Reference delegating the work they carry out outside the meeting on behalf of the Board, so at</p>		

	the meeting key points and recommendations can be shared.		
2.2	<p>Code of Conduct Code of Conduct 2020-21 There was no discussion. (After the meeting the new code of conduct was uploaded to the GovernorHub, where if the FGB agrees, it can be signed virtually by governors.)</p>		
2.3	<p>Confidentiality The Clerk reminded governors that most Governing Board business is conducted in an open forum. However, in some circumstances confidentiality is required, such as when an individual maybe negatively affected or a decision has not yet been made and discussions about a possible change may cause alarm. It should be made clear to all present that the meeting is going into 'Part 2' confidential minutes. Staff can remain involved in some Part 2 discussions unless, for example, work colleagues are being discussed.</p>		
2.4	<p>Board Membership 2021 website Summary of governor information July 21 LS term of office as LA governor is due to end in October. LS will complete a LA governor application this month, as per advice from the Governance Consultancy. There is a parent governor vacancy. A parent governor election to take place this term.</p>		
2.5	<p>Lead Governor Roles BL Committee members and Lead Governors May 2021 DF reminded everyone of their LG roles and the expectation that everyone produces a termly report.</p>		
2.6	<p>Terms of Reference Committee Terms of Reference Lead Governor Terms of Reference BL is following a FGB meeting structure only. The Governing Board agreed all the Committee and Lead Governor Terms of Reference.</p>		
2.7	<p>Minutes of the last meeting ACTION – HR to catch-up on producing meeting minutes and continue liaising with DF.</p>	HR	December 2021
2.8	<p>Action Points Table of Actions FGB 9 15072021 It was established that all actions were either complete or ongoing.</p>		
2.9	<p>Chair's Action DF reported to the Board that during the summer he liaised with DJ regarding the return to school and had safeguarding conversations with Michael MacCourt (BL's recently retired Headteacher) and Dawn Stabb (Head of Education and Learning, Devon County Council (DCC)).</p>		
2.10	<p>Decide when to return to meeting in school. DF reminded governors that the FGB has been meeting virtually for 18 months. School is now back to more like normal and governor visits are now able to take place both in and out of school time. He asked if the Governing Board wished to return to face to face meetings in school. The Board considered the current covid situation. School testing so far is showing a lower rate than anticipated, there are good signs that infection rates will continue to fall. Although HC had to send her apologies, she did contact DF as from her perspective [as a governor who joined the Board during the period of virtual meetings], it would be beneficial to meet the other governors in person. Governors discussed meeting in the school hall, where there is more space to socially distance and better ventilation. Governors did note meeting in school would lead to a requirement for the furniture to be disinfected after the meeting The Governing Board discussed the practicalities and risks of meeting in school. It was decided that it may be necessary to be flexible with meeting start time to allow governors to travel from their place of work/home. The Board dismissed having a mixed meeting with some governors in school and some virtually present due to the likelihood of technical difficulties and a hybrid meeting being difficult to chair.</p>		

	<p>The Governing Board agreed they wished to meet in person, in the school hall, at the next meeting, as long as the governors not able to be present did not have strong objections.</p> <p>ACTION- HR to email and absent members of the Governing Board so they are consulted about returning to face-to-face governor meetings and asked if they require particular arrangements.</p>	HR	20 Sept 21
2.11	<p>Keeping Children Safe in Education (KCSiE) KCSiE 2021 164 pages</p> <p>Governors were reminding that they are required to read the whole document. JF informed the Board that there is online SSS training available which runs through the list of changes, which are also on page 159.</p> <p>ACTION – All governors were requested to contact JF once they have read the KCSiE document.</p>	All	21 October 21
3.1	<p>Risk Assessment (RA) Whole School Covid Risk Assessment 08.09.21</p> <p>DJ informed the governors that VS is the lead and produced the risk assessment. He told the Board that there are now bubbles between KeyStages in place and children from different bubbles exercise in different areas of school. (Previously there were smaller class bubbles). BL has an open-door policy for ventilation. School has reacted to Diana Denman (Babcock LDP, Special Schools Advisor) pointing out there was a safeguarding issue if the main front door was open whilst no receptionist was in place.</p> <p>DJ reported that both children and staff are following the protocols..</p> <p>The Senior Leadership team go through updates and monitor compliance on a daily basis.</p> <p>DF said (as before) BL did not carry out covid screening tests (Lateral Flow Tests) upon pupils' return to school, due to the Special Needs of the pupils – he noted that this is included in the RA.</p> <p>VS told the Governing Board that school asks staff to take a Lateral Flow Test twice per week and pupils asked but it is not compulsory for the pupils.</p> <p>DF asked if staff are wearing masks in communal areas. VS stated that whole staff meetings are being held outside, staff wear masks when they are in close quarters, but they are rarely together and [almost entirely] remaining within their bubble.</p> <p>ACTION – VS to update the RA 100 to reflect the governors' decision to return to face-to-face meetings</p>	VS	20 Sept 21
3.2 3.2.1	<p>Latest guidance Child protection Review of sexual abuse in schools and colleges - GOV.UK SVSH 2021</p> <p>DF asked DJ if there is anything BL needs to do in response to this review. DJ said BL is already well set up for the recommendations, due to vigilance and supervision the nature of the school. There is already an operational lead for child protection, school already uses radio communication and there is already an awareness amongst staff that there is a need to know where every pupil is at all times.</p> <p>He told the governors that appointing Alyssa Lee as PHSE lead means there is additional coverage across the curriculum which is supplemented by tutors. And now there going to be a more structured end of day which involves tutor time or a discussion with the pupils about the risks that they face. There will be a whole range of topics, not least of which is online safety. This is where a lot of the risks are for BL pupils, including peer on peer abuse. DJ said this can happen here and nearly did a few years ago [upping awareness at the school of the risks]. DJ reported that he has been working to create a new stand-alone policy relating to peer-on-peer abuse, which will also look at online dangers.</p> <p>DJ said staff have regular discussions about the risks to pupils, the key risks to BL pupils are their relationships and interactions beyond the school and BL can educate them to deal with them responsibly. BL needs to engage with the pupil to enable them to engage with the family. DJ illustrated evolving online dangers which school tries to help families understand, for example the popular Discord platform, where</p>		

	<p>children can easily ‘meet’ and interact with strangers. DJ said it is important school keeps a dialogue open with parents and reinforce the message about risks to children. He told the governors that many children at BL make poor decisions and the parent/carers do not know of the risks. He said Alyssa Lee and the tutors are carrying out very important work this year.</p>		
3.3	<p>Headteacher and Staff Wellbeing</p> <p>DJ informed governors that he has open lines of communication with the staff, and they feel freely able to talk to him. He reported that staff morale is good, despite the difficult personnel situation they have found themselves in. As there are currently key members of staff missing and their skill and knowledge is missing which inevitably has an effect on and creates additional workload for the remaining staff. Staff continue to talk about and share and acknowledge the work pressures. Staff are also affected by circumstances outside the school, for example by social care being stretched. DJ said resources and contacts for looking after their wellbeing have been shared with all staff.</p> <p>In response to the governors asking how the new members of staff have settled, DJ said they have settled in really well, embraced BL’s culture and values, they are keen to learn and curious. He has been very impressed by them, they have hit the ground running, are a huge asset and have done everything asked of them. DJ reported that the staff recruitment drive continues.</p> <p>When asked by the rest of the Governing Board, RM said staff morale ebbs and flows with some pockets of low morale. She felt there was a need to be mindful of a number of factors. For example, Covid has changed the way school operates, working in bubbles has meant there has been a loss of community spirit. RM also reported the new staff are settling in.</p>		
3.4	<p>School DINNER MONEY</p> <p><u>anonymised dinner money arrears 2020 2021</u></p> <p>VS thanked JF for producing the anonymised report. She said money owed by 10 families accounts for the majority of the arrears. Without a receptionist there has been no staff member monitoring dinner money payments and chasing parents is difficult as some are very reluctant. Previously, only providing sandwiches for pupils has been used to persuade parents to pay but parents were happy with just sandwiches being provided for their children. [Change of attendance due to] lockdowns has also made it hard to track who has had meals. VS said interviews to recruit a receptionist are scheduled for the following week and their role will include overseeing dinner money payments.</p> <p>In response to a query, the Board received confirmation that they were being asked to choose between wiping the slate clean or for school to carry on [chasing the] debt. DF said in many schools if you don’t pay you don’t get lunch. JF said at BL the food is delivered to the class and then at end of the week the kitchen staff update who has had meals during the week. She said there are times when pupils swap meals or staff give food to pupils. JF informed the Board that she has spent many hours chasing the outstanding money. Adding that historically BL has not pushed the debts on to DCC to recover as BL did not wish to damage good relationship with families. The Board discussed the request to write-off dinner money arrears. They expressed concern that without a new approach to ensuring dinner money is paid, writing off the outstanding money will not help. The Board agreed that before they write off the debts, they would like there to be a new approach to ensure more consistently collecting dinner money. They felt writing off the outstanding money without a new approach to collecting money may mean the same families did not pay again and the Governing Board could be back in the same situation again, being asked to write-off further debts. They felt this would not be fair to the families who always pay. The Governing Board agreed with DJ that the next step is to set up a new system. There was a discussion, it was suggested that it would be possible to use School Gateway, BL could purchase the school dinner money service and parents would have to pay online in advance. Concern was expressed that some families do not have internet access and pay only with cash. Staff and governors were also concerned about watching a child going hungry during the day, if their parent/carers had not</p>		

	<p>paid. In response to this last concern, DJ said BL's model is that pupil's basic needs are met first and this includes being fed (governors have been made aware at previous meetings of how BL provides toast and healthy snacks to pupils during the school day).</p> <p>JF was asked how much more money it was realistic to hope to recoup, from the dinner money owed. She replied that she did not expect to get much more of the money paid, especially the money still owed from 2019.</p> <p>In response to a question, the governors were informed that all parents who could claim free school meals have been encouraged to claim them.</p> <p>Following a discussion, the Governing Board agreed they did not wish to write-off the unpaid dinner money until there is a new system of payment and collection in place and this has been communicated to all parents. The Board agreed they did not wish to see any pupils go hungry. As they understood the majority of parents were paying for school dinners, they did not want those parents who did have their debt written off to think that it would be written off again, should they get into arrears again.</p> <p>ACTION – DJ to oversee the production of a new dinner money collection system and notify the Governing Board when the system was in place and the parents had been informed.</p>	DJ	21 Oct 21
3.5	<p>Term Dates</p> <p>VS reported that unfortunately, Orchard Manor's inset dates had already been set and don't match with BL. VS said she will be liaising with Orchard Manor in the hope of matching inset dates for the next academic year.</p> <p>She told the governors that to utilise the joint inset dates BL shares with Marland, she will be meeting with Harry Hobbs (Deputy Headteacher of Marland School), who is supporting her in her new role as Deputy Headteacher. They will set joint moderation dates and will go through assessments, as both schools use the same assessment system.</p> <p>DJ informed the Governing Board that RM has made a link with a mainstream primary through her teacher training.</p> <p>He said VS's work and RMS new link are both examples of great <u>networking</u>.</p>		
3.6	<p>Queens Jubilee extra Bank Holiday Day</p> <p>As this extra day for the Queen's Jubilee falls in a school holiday, schools can choose any day in 2022 for replacement day off.</p> <p>The Governing Board approved the recommendation to use the extra bank holiday on 4th January 2022 and then move the inset day planned for 4th January to 5th January 2022.</p> <p>ACTION – DJ to ensure term dates are updated and the change is communicated to parents</p>	DJ	30 Sept 21
4.1	<p>Review and update the Strategic Vision Document</p> <p>Following a discussion, it was agreed that the previous vision document produced by Michael MacCourt (BL's recently retired Headteacher) needed to be reviewed and updated.</p> <p>ACTION –Next meeting's agenda to include an opportunity for a discussion on the strategic vision document</p>	HR	21 Oct 21
4.2	<p>Approve the school improvement Plan (SIP)</p> <p>DJ shared SIP on a page from his computer screen with the Governing Board via the Teams meeting. He explained the 'at a glance' version was a summary of the full 10 page SIP, which is being worked on by VS.</p> <p>The Governing Board requested the final draft be presented for approval at the next meeting.</p> <p>ACTION – Full School Improvement Plan (SIP) to come to the Governing Board at the next meeting.</p> <p>DJ asked the clerk which <u>policies</u> need to be physically signed.</p>	DJ	21 Oct 21

	ACTION – HR to find out if any policies need to be physically signed on behalf of the Governing Board and report back to DJ	HR	ASAP
5.1	<p>Governor visits 21.07.26 Governor Visit To School DF moved on to item 5.2 (as HC had sent apologies and was not available to answer questions)</p> <p>LS left 18:27</p>		
5.2	<p>Governor training Governors were reminded of their annual training requirements. They were requested to refresh their online training using SSS CPD training modules and watch the GDPR training video and email JF to confirm when this had been done. ACTION – All governors to complete their annual training and notify JF when complete. ACTION – HR to share a written report on the hot topics she took away from her Clerks’ training</p>	All HR	21 Oct 21 ASAP
6.1	<p>Policies for School Website – child safeguarding Anti-Bullying 2021-22 CP & safeguarding Policy 2021-22 Model policy working from home 2021-22 Peer on Peer Stand alone 2021-22 (Sept 21) Visitor Welcome Note-keeping children safe 2021-22 In response to a query from the governors, DJ confirmed that the Child Protection and Safeguarding policy covered Child criminal exploitation including County Lines as well as CSE and peer on peer abuse –DJ added that there is information on NSPCC website about Child Criminal Exploitation. The governors understood that County Lines is the most prevalent type of criminal exploitation.</p> <p>The Governing Board agreed to adopt the updated policies, listed above.</p>		
6.2	<p>Policies for School Website – GDPR Employee Privacy Notice 2021 (Maintained) Governance Privacy Notice 2021 (Maintained) Main Privacy Notice 2021 (Maintained) Pupil Privacy Notice 2021 Record Retention Schedule Dec 2020 Data Protection Policy 2021-22</p> <p>The Governing Board agreed to accept HC and the DPO’s (Amber Badley), recommendations and adopt updated GDPR policies.</p>		
7.1	<p>Items brought forward by the Chair DF had nothing further to bring to the Governing Board.</p>		
8.1	<p>Impact Statement The Governing Board considered the question; What Have We Done Today That Has Further Improved the Quality of Our Children's Education? The Board said the meeting had a child centred focus looking at; return to school, covid and the curriculum.</p> <p>The Governing Board was clear that delivering the [right] curriculum maximizes the life chances of the pupils and this needs to remain the focus for the remaining 2 meetings in the Autumn term.</p>		
9.1 & 9.2	<p>Personnel – Part 2 Members of staff were requested to leave before the meeting moved into Part 2 RM and VS left 18:35</p>		
	The meeting moved to Part 2 18:35		
	<p>The meeting returned to Part 1 18:52 DJ informed the Governing Board that BL is due to have a Safeguarding audit in November.</p>		

	Meeting end 18:53		
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Next Meeting:			
Date / Time:	21 st October 2021	Location:	Microsoft teams

Agreed as a true record	Date
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KEY

Challenges and queries from Governors

Decisions made

Recommendations

(name of documents referred to)