

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
9th May 2018
6:00pm

Governors present:

Alison Timmings AT
 Georgie Bethune GB
 Adrian Ryder ARy
 Di Wilkinson DW
 Patrick Mann PM

Scott Swales SS
 Dannielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey Michael Ponchaud	
2	<u>Minutes & Matters Arising</u> ARy spoke about the SEF report that was produced at the last FGB meeting. He asked if governors had now had a chance to read it and asked if anyone had any questions. He went on to say that he was happy with the steps that school are putting in place. Minutes were then signed as true.	
3	<u>CPPC</u> Due to MP not being present at the meeting it was decided that no update was needed due to all governors at FGB being present at the CPPC.	
4	<u>FBEP</u> ARy gave a brief overview of the last FBEP meeting. He reported that a number of areas had overspent and these have been accounted for in next year's budget. Staff had been informed of what was left in their budgets and when they need to spend it by. EYFS are looking into Tapestry. ARy and SS are to carry out a health and safety walk. HLTA's are to be put with members of the SLT next year. Paul Llewellyn has been removed from the governing body due to 6 months lack of attendance.	
5	<u>Foundation Report.</u> GB and JC will be attending the workshop in school in June. JC reported that NL said the 'Open Book' worship is going very well.	
6	<u>Headteacher Report /Pupil Progress/GDPR/LA Reorganisation</u> AT ran through the Headteachers report she reported that we currently have 351 pupils on roll with 3 children leaving us at Easter in year 2,5 and 6. We have had 1 additional pupil in EYFS. MM has now started working every afternoon on a 1:1	

	basis with an individual child in year 2, this will be funded by Virtual Schools. Lunchtime Supervisors are now at full capacity, AT went on to say that moving forward we may need look at additional lunchtime staff as during wet plays the current staff are stretched. AT will be attending a DSL twilight on Thursday and is hoping to 'pin down' WRAP training at this meeting. JK is looking at options for online safety training. AT reported that the cross cohort moderation that has taken place has been extremely useful and will be repeated for Maths and later on in the term to support transition. AT went on to say that she had a week of learning walks partly as a response to JB report from her recent PP review, AT went on to say that the walks revealed a much better picture in terms of QFT than identified in the PP review. JB will be coming into school on Friday and during this visit she will carry out a learning walk. DWI asked if her findings would be documented in a SEF report. AT replied that they would. PP meetings have been held with all year groups AT said that some of the apparent lack of progress in pupils on track has been accounted for as inaccurate due to Autumn assessments being 'over generous'. AR has met with JB to write the PP Strategy. EC and a staff member from Somerford Primary will be running a workshop for parents on anger in the family, AR and EC have run another anxiety workshop for parents. Year 1 have taken part in a singing festival with other Christchurch Schools. SS has held SRE for parents. Year 2 are taking SATs this week and in total 8 pupils have been dis-applied from all or some of the assessments. Year 6 are due to take their SATs next week , all available staff and spaces are being used to support them with this. AT reported that 1 child is away on holiday during this week. AT asked if any governors where available to act as impartial observers. SS and ARy said they could be available. AT went on to say that DJ had met with Andi (formerly of PACE, now from Bransgore Community Church) to continue to develop a whole school worship rota. DJ added that Andi will be coming in to school to work with the year 6 children to help support and reflect on their transition process. AT reported two incidents of bullying, in both cases parents have been informed and the children are being closely monitored. Attendance so far this year is 95.8%, authorised 3.4% and unauthorised 0.8% AT went on to say this is likely to change due to moving into the holiday season.	
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Pupil Progress Update

AT produced data showing pupil progress from a request from governors at the last CPPC meeting. AT explained that progress is measured in steps and 3 steps would be a pupils expected progress in 1 year. AT told governors that in reading all cohorts are 80% or more on track to make expected progress. Greater than expected progress seen in Y1 and Y4 and over half in year 5, AT went on to say that it was a similar picture in Maths with all cohorts making expected progress, greater than expected in Yr 1 (71%), year 4 (59%) and year 5 (58%).

AT reported that in Writing the figures were generally lower overall and as an action the writing curriculum will be developed, she went on to say that the inset day in June will be focusing on writing standards. AT talked about the Venn Diagram and explained that R,W and M combined 49% of children in year 2 on track for ARE and 38% in year 6. DWi asked if there was evidence in place that year 6 were behind last year. AT confirmed that there was. ARy asked if we were targeting year 2 enough. AT replied that year 2 have been heavily impacted by children that have joined the school throughout the year. DWi asked if data is kept separate for children that have been with Burton thorough out. AT confirmed that it is.

GDPR

AT produced a document that had been shared as a powerpoint to HT's at a training session at Christchurch Junior School. AT said that GDPR law comes into force on the 25th May and that it isn't designed to stop us from carrying out our jobs, care needs to be taken with information that we have. AT confirmed that staff have had training, all new laptops are now encrypted and a shared privacy notice is being looked at with other schools, all staff have lockable drawers in their classrooms to store I pads and laptops. DWi commented that all documents need to be password protected. AT confirmed that laptops are password encrypted. ARy asked whether governors should have separate email addresses rather than using their private emails. AT confirmed that would be best practice. ARy asked AT if she felt we were in a good position for the end of May. AT replied that as long as we have a plan in place for then, the actions can follow. ARy asked if there is a recommendation for a GDPR governor. AT agreed this would be a good idea.

LA reorganisation

AT fed back to governors that she had attended a meeting with other local HT's to discuss the implications of Dorset LA disbanding and reforming, Christchurch schools will no longer be in Dorset and AT reported that Dorset have no

	obligation to ensure the changeover process runs smoothly. AT confirmed that it will still be possible to buy into services and had confirmed that this would not be at a premium . DWi asked what would happen for Christchurch if the decision to merge is overruled. AT replied that after the meeting it would appear that no actions had been put in place by Christchurch to overrule the decision. AT went on to say that there seems to be a lack of clarity at present, Headteachers as a group need to make sure we are putting forward what we want. ARy said we need some sort of clarification from the Diocese. AT said that some aspects may work better. DWi said she is mostly concerned with school improvement. AT confirmed that this is something the HT's will be doing and the primary schools would be represented by Karen Boynton and Mark Partridge. ARy said that he felt it would be worth approaching Christopher Chope to establish what Dorset's obligations and support are moving forward. DWi said that there seemed to be a lack of care for Christchurch Schools.	
7	<u>Budget Update</u> Nothing to report other than what was discussed at FBEP.	
8	<u>AOB</u> DJ will be meeting with Keith Jewell from PACE to talk about him coming in for assemblies. DWi will be attending SIAMs training as part of her voluntary work with the Diocese. JC and SS confirmed that they wouldn't be renewing their term of office in July. ARy went on to say that the parent governor election needs to be 'softened' to appeal to more parents. Meeting ended at 7.25pm Signed..... Date.....	