

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
27th November 2017
6:00pm

Governors present:

Alison Timmings AT
 Adrian Ryder ARy
 Michael Ponchaud MP
 Joyce Colbourne JC

Danielle Jeffries DJ
 Georgie Bethune GB
 Scott Swales SS
 Patrick Mann PM

Attending: Alison Roberts ARo

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson DW Nigel Lacey NL Paul Llewelyn PL	
2	<u>Minutes & Matters Arising</u> ARy shared that the Sex Education policy as previously discussed at CCPC is covered by the PSHCE policy which will need to be reviewed next October Parental requests for absence forms are now in place There were no tangible actions from previous minutes, so no need to follow up	ARy to copy and sign minutes of FBEP another day due to absence of Clerk to the Governors EB
3	<u>CPPC</u> ARy gave the FGB an update on the latest CPPC meeting. He shared that Liz Slater (PE Leader) gave a talk on PE. He reported that AT had given an update on recent Pupil Progress Meetings and current data on Pupil Progress across the whole school. He also reported that at the CPPC, AT had shared that a number of those pupils that have joined us in Year 5 this year are pupils with SEND, therefore when we review data we will look at it including and excluding these pupils to help make a comparison. GB and JC briefly provided an update as Foundation Governors. They shared that they had carried out a Learning Walk and new Reflection boards were in place across the school.	
4	<u>FBEP</u> ARy ran through what had been discussed at the previous FBEP meeting. AT had reported on the latest DES report. Figures were largely inline with what had been expected and whilst supply budget is slightly under there are known expenditures still to come. ARy informed the Governors that Clare Holbrook from County had been into school to look at the ongoing issue with the flooding in the Key Stage 2 playground. ARy	Minutes of the FBEP to be sent to Governors on EB's return to work

	shared that the money spent would be covered by BMIS (building and maintenance indemnity scheme which we have already paid into). Premises are slightly over budget and unallocated funds are on-track as expected with carry over predicted to be within the permitted range. The out-turn report was approved to be sent to County. This reflected changes for FSM, new staffing and Jane Pope's replacement. Jane Pope has been replaced by a qualified teacher who also has the accreditation for SEND giving more scope for her use within school such as internal cover for absences. With Grounds and Maintenance, ARy reported that the wooden A Frame structure has now been replaced and whilst they were here, more than expected was done such as the cables being replaced. However, this will continue to be under review as if it breaks again, we will need to consider the ongoing cost of repair. ARy said that due to the letters received from Rabbits' class with regards to the windows in some of the Key Stage 2 classrooms, quotes for replacements have now come in. 3 quotes went to tender, but only 2 have come back, we are still awaiting the third. ARy informed the Governors that there had been a couple of Health and Safety incidents, but that the parents had been informed and were satisfied with the outcome. Chris Chope had written a letter to school with regards to the new funding formulae. If implemented in full, it will benefit our school by about 5%. AT added that Dorset schools are in consultation over two options with regard to funding allocation for next year. We were going to vote for the option that benefits the school the most. AT also shared that she has filled out the consultation information that will be shared at Schools Forum (the deadline for this was 5pm today 27/11/17). Schools Forum will decide on how the County will proceed. Full finance minutes will be sent to Governors when the Clerk to the Governors EB returns to work.	
5	<u>Foundation Report.</u> GB/JC had reported at the previous CPPC meeting and said that at this time there was nothing further to add.	GB and JC to arrange a meeting with RMB (RE Leader)
6	<u>Headteacher Report -</u> Please see attached AT referred to the Headteachers report. There are currently 344 pupils stated in the report, but already that figure has altered as there is 1 more pupil in Year 2 who started today. There will also be a further 2 pupils starting after Christmas; 1 in Year 2 and 1 in Year 5. AT reported that Year 2s and 5 have had a significant number of new children since September so it is worth	

	ensuring when we analyse data we do so with and without these pupils included in the figures to make appropriate comparisons. AT shared that the Open Morning was much more successful than anticipated. At least 12 families attended. AT gave further details on the appointment of Catherine O'Sullivan as SEND Support Worker. As a school, we will be able to use her in a variety of ways. We can use as 'supply' as she is a qualified teacher. GB asked the reasons for Catherine wanting to take on such a role if she is a qualified teacher with the SEND accreditation. AT explained her background. She has already handed in her notice and so is able to start in January. DI Wilkinson was on the interview panel in the afternoon and fully endorsed the choice of appointment. Sarah Steel joined all the morning activities alongside AT and ARo. GB shared that she had spoken to DW and DW was very impressed with the schools' selection process. DW has had extensive experience of staff appointments in schools. AT shared that various staff CPD has been undertaken, a Pupil Premium walk had been carried out by AT and ARo, AT has carried out 'Book Looks' with the English (AK) and Maths (SS) Leaders. The feedback from the PP Learning Walk has been shared with individuals and the whole school for general feedback, but the 'Book Look' is yet to be shared with staff. AT shared that Jackie Broomfield has now carried out her first SEP visit and the report has been written, sent to school and shared with governors. AT has included in the HT's report figures on attendance and has included comparisons between this year and this time last year's data/figures. Overall absence is significantly lower due to illness, however holidays have increased. AT shared that this is something the Governing body may want to look at further. AT shared that at a recent Christchurch Learning Federation meeting this was discussed. The CLF are looking into a Christchurch cluster policy and schools are to personalise this policy to meet the needs of individual schools. At the CLF meeting, schools were getting together in pyramids and agreeing on following similar structures. AT informed the Governing Body that she will be meeting with the Head of School at Somerford next week to discuss further and align our policy with that of Somerford and The Grange. AT will feedback after this meeting. AT assured the Governing Body that our policy would then be in line with the pyramid. AT informed the Governing Body that 1 family has requested a holiday during the Year 6 SAT week. The child	
--	--	--

	will be missing all of the maths papers and these cannot be taken at another time due to the timescale of the holiday. ARy asked about the new year 2 pupils. AT shared that a number of them are coming in with SEND. AT reported that some have only been in a few weeks, any initial support is purely in class. Some of these pupils are coming with Speech and Language difficulties/reports. ARy queried that if we are benchmarking for Early Years, are we doing the same for all our new pupils? AT responded that class teachers can benchmark using their own teacher knowledge of the pupils and this can be fed into SIMS. ARy asked if we are doing a baseline. AT responded yes when at an assessment period and this data can be added to SIMS. ARy asked if the same information comes through from the pupils' previous school rapidly enough. AT replied yes, but not as quick for the SEND pupils. ARo added that this often has to be chased up. ARy asked how we are tracking children as they come in. AT explained that we use data from PiRA and PUMA assessments as well as teacher assessment against age related expectations. GB reiterated teachers are able to highlight children quite quickly as to what they can and can't do. ARy shared that he was pleased that a number of men came round on Open Morning. It was unanimous among AT, ARy and ARo that we would do this again at a weekend. JC said that it was good that parents could come together especially as some work in the week. ARy said it was encouraging that the SEP report had identified the same areas that the school had already highlighted and that he was happy with the measures the school had already put in place to tackle the issues.	
7.	<u>AOB</u> ARy shared the quotes for the windows. 2 quotes have been received, the third didn't get back to us. The best quote from the two that were received came from the company that Scott Swales works for. ARy reassured the Governing Body that it did genuinely look like the best option, but wanted the full approval of the Governing Body. Scott Swales has therefore declared his pecuniary interest in this project. SS also noted that he did not expect to be providing a quote for such a job and so had not previously made note. ARy shared that the children are already excited about the new windows as they have seen the contractors visiting and so are aware that writing their letters has got a response from the Governors.	

	AT shared the two quotes received and explained that one quote included anti-sun in the office/library area. SS recommended that we should ask for an additional quote for solar glass especially as the office/library area becomes unbearable to work in and for visitors in the Summer months. JC shared that she had received an Induction Pack from ARy and felt this was very useful. SS also added that he felt it was a good pack. ARy shared that he hadn't yet sent this to all governors as he was just 'getting a feel' from the governors as to whether it would be useful. MP asked about the school credit card. AT said that we have now received a school credit card and PIN number but that she wants to ensure there are sufficient policies and procedures in place before staff use it. ARy asked about Governors interest in a social gathering with the staff. DJ suggested Governors joining staff for the Christmas staff lunch on Friday 15th December. Some Governors said they couldn't make that date, but it was left open that all are welcome if they are able to attend. AT mentioned it may be useful to open up the school for the Governors to walk round and talk to staff in the spring. SS suggested doing this on a FGB date and bring the time of the Governors' meeting forward so that Governors could share a buffet lunch with staff, wander round school meeting staff and pupils and then have the Governors meeting at the end of the school day. AT suggested Monday 29th January, again for any Governor who can attend. AT explained that she had sent a spreadsheet regarding Governor training provided by Christchurch Learning Partnership. PM suggested that these dates had already passed and many had clashed with governor meetings. ARy said that some of the dates were Day 2 of training that had already happened. AT asked for Governors to provide feedback on training they think would be useful. MP asked if Governors have a tracking system to record all courses attended. AT said staff do, but not Governors. MP suggested it would be useful to start tracking courses attended. AT shared briefly an outline of the GDPR regulations that are due to come into force in May 2018. After consultation with other Christchurch Heads, in order to ensure we're compliant with new regulations, it was suggested that we be audited by an external agency. AT shared that the	
--	---	--

	cluster of schools have suggested sending some people on training who would then feedback to all schools and provide the qualified audit thus saving financially. The business manager of Christchurch Infants is keen as is someone from Somerford and AT has suggested that Sophie Di'Leo attend such training so that we have our own 'expert' in school. AT gave out a plea to any Governor who could support during the days on the Year 6 Residential Trip to Avon Tyrell in March 2018. Currently we have 7 groups with only 6 adults. SS has said he may be available Wednesday and Thursday whilst GB said she may be available on Tuesday. We are unlikely to need anyone on the Monday or Friday due to the nature of the activities on those days. PM said he would also consult his diary to see if he is available. MP said he would carry out a Learning Walk on Friday 1st December after his meeting with AT.	
	Meeting ended at 6:45 Signed..... Date.....	