

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
9th October 2017
6:00pm

Governors present:

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

Nigel Lacey NL
 Michael Ponchaud MP
 Joyce Colbourne JC
 Scott Swales SS
 Dannielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> None	
2	<u>Minutes & Matters Arising</u> ARy asked governors to look out for upcoming courses for new and existing governors.	
3	<u>CPPC</u> ARy gave the FGB an update on the latest CPPC meeting. In brief he reported that AT had ran through data : EYFS were showing below average in terms of R/W/M KS1 were above average in reading and writing however they were below in reading/writing/maths. KS2 attainments was below average however their progress had been good overall. ARy reported that data collection meetings were being held amongst staff to ensure children were starting at the same level that they had finished on. ARy updated governors on staff changes. RN has settled into year 1 and HR in to year 5 and there is still an ongoing performance issue. Pupil numbers have increased and each class can now take up to 30 children. EYFS have settled in well and are ready to learn. Sports premium has been increased and LS will be invited in to talk to governors to discuss ideas on how to spend it. Subject leaders need to be updated as those displayed in the back office have changed. ARy went on to say that attendance had been discussed in great detail after guidance from County relating to 'fixed fines' for unauthorised absence. ARy reported that the decision is still down to HT discretion and governors didn't feel that 'fixed fines' would be a deterrent, to be discussed further later in the meeting.	
4	<u>FBEP</u> MP ran through what had been discussed at the previous FBEP meeting. AT reported on the latest DES report. Maintenance was slightly over. AT highlighted in the	Unallocated funds MP/ARy

	meeting the unallocated funds , MP reported that this figure was showing slightly higher than previously and it would be looked into. MP reported that there would be a member of staff taking maternity leave early next year and another member of staff having an operation which will keep her off for up to 6 weeks these would both be covered by staff insurance. MP reported that AT had asked governors for additional staff members for 3 afternoons a week and 5 mornings to cover the increase in pupils in year 5. This was agreed. It was agreed that RN would be moved from M3 to M4 which would have been her natural progression if she had stayed in her previous school. MP updated the FGB that the play equipment is due to be installed on Friday 13th October. A quote will be requested for windows to be replaced in year 4, and MP pointed out the school entrance gates were looking 'shabby'. Governors also agreed a school credit card which would allow better control of spending.	
5	<u>Foundation Report.</u> GB/JC reported that the school news had been reported in the church magazine. The harvest festival services had been well attended both in the church and in school. A meeting will be arranged between DJ and JC/GB.	Arrange a meeting between DJ and GB/JC
6	<u>Headteacher Report -</u> Please see attached AT ran through the Headteachers report she highlighted pupil numbers and pointed out that year 6 has a high percentage of SEN children, reception is boy heavy, 14 new children have joined the school in September, 7 of these are in year 5. AT updated governors on plans for inset days. AT reported that safeguarding training would be taking place on the 20th October inset day and invited governors to join the rest of the staff. She highlighted the need for outdoor training for staff for school trips and this has been booked for the inset day on 4th June 2018. AT updated governors on Lyn Gaudreau's visit . ARy asked if Lyn Gaudreau was comfortable with what was being done in school and AT confirmed that she was. ARy asked if measures are in place to best support year 6. AT explained how AR is being used to support and boost year 6. AT reported that she had met with Ed Denham to review school projection figures, Burton has enough families for the school to be maintained going forward as long as Burton families send their children here. MP asked if we had a way of knowing who these families are. AT replied that local nursery's would be the best target. GB suggested asking Burton Playgroup to come into school with the children to attend	

	Christmas Nativity's or special worship. ARy suggested opening the school on a Saturday morning to invite parents in to have a look around. MP said a letter could be sent out to local nursery's giving them positive information about the school.	
7	<u>Budget Overview</u> AT gave a brief overview of what was reported at FBEP. Staff increases had been agreed. Staffing budget was over together with the training budget and money may need to be transferred to even things out. ARy spoke about the apprenticeship levy and approx. 4K had been allocated for use by school to develop staff. DJ asked if Staff Leadership time could be reinstated once a month and would governors agree to this. Everyone was in agreement that this is important. AT pointed out that some of AR's time would be used to support release for SLT and Subject Leaders.	
8	<u>Policies</u> ARy reported on a number of policies that needed either amending due to staff names changing or updating and adopting. For amendment due to changes in names and to be signed off: Complaints, Health & Safety, Governor Allowances, Business of Interest and SEND policy and Data protection and Child Protection. FGB agreed to sign these off. Policies that have changed: Pay policy – changes due to reflect the 2% to min and max and 1% to other pay in between. FGB agreed. Policies awaiting from County: Staff Discipline/Grievance Policy. ARy reported that this will be amended to reflect ACAS guidelines and will need reviewing once we have it. Performance management – to be reviewed in CPPC meeting. Sex Education Policy – to be checked with SSteel and signed off at next CPPC. Policies to be reviewed at the next FGB Charging and Remission, Behaviour management and Admission policy: this should be reviewed annually. These will be reviewed and re dated once received by County. SEND policy has been updated – to be reviewed. Current version – names to be changed in the interim.	Staff discipline/grievance policy to update Perf management review at CPPC Checked – and is part of the PHSCE policy review date October 2018
9.	<u>Absence</u> After the discussion around absence at CPPC and figures showing an increase in unauthorised absence ARy suggested that the HT and FGB need to look at ways to try to discourage parents from taking children out of school for unauthorised absence. AT said that she felt the	

	outcome of the previous meeting was that governors didn't want to go along the 'fining' route, however the Headteacher reserves the right to fine if regular and repetitive absence persists in the same family. PM said that action needs to be taken if absence is to be reduced. AT told governors that an application process is being set up where parents have to provide a reason, all absences will need to complete a form. ARy asked if these forms would be available online or email. MP said this would make it too easy for parents they should have to come into school to ask for a form. NL asked if there was a pattern, the general feeling was that it was simply cheap holidays. ARy said that parents don't see the impact absence has on the school with regards to time spent catching up and they don't see beyond their own children. DW said a culture in school needs to be developed where it is unacceptable for children to have unauthorised leave. SS asked if children know what their attendance is throughout the year , AT replied that classes are updated weekly in assembly and in the bulletin.	
10.	<u>AOB</u> Christchurch Learning Partnership Constitution was agreed by FGB Approval of Headteachers spending allowance (£2000) was agreed by FGB SS asked if governors could meet with pupil governors this would be arranged for a Wednesday. JC will be doing a learning walk in early years tomorrow. ARy will be communicating to governors via Whatsapp , this will be used to keep governors up to date. ARy suggested an app called 'trello' which could assist with keeping up to date with when policies need reviewing.	Pupil Gov/Gov meeting
	Meeting ended at 7.20 Signed..... Date.....	