

Burton C of E Primary
Minutes of FGB Meeting
Held as an online Zoom meeting due to COVID 19
29th March 2021
6pm

Governors present:

Adrian Ryder AR
 Pat Mann PM
 Melanie Browning MB
 Alison Timmings AT
 Danielle Jeffries DJ
 Erica Johnstone EJ

Di Wilkinson DW
 Amanda Hibbert AH
 Andrew Carre AC

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey – apologies accepted	
2	<u>Minutes and Matters Arising</u> No actions to take forward. Minutes agreed	
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>CPPC</u> ARy gave an overview of CPPC. Safeguarding audit has been postponed. Catch up funding allocation was discussed with a focus on maths and reading. ReadWriteInc along with good quality teaching and Accelerated Reader will be used, along with the National Tutoring programme which will start after Easter. Send was discussed with the Code of Practice highlighted as something governors need to be aware of and have read the Code of Practice. Attendance has been good on the whole. PHSE policy was discussed and approval needed. Governors will arrange Zoom meetings with staff for after Easter and the hope is a couple of governors may be able to come in to school after the 12 April. 36 Laptops have been provided by the DofE for children to use during the latest lockdown, these have now been returned to school and are being used in class. They can be available for pupils to use at home if necessary due to self-isolation.	

5	<u>FBEP</u> Time off in lieu was agreed for AT and AR due to additional hours worked during the Easter and half term holidays to support key worker parents in 2020. Budget is largely on track, there are pockets of finance based on lack of improvement projects and the difficulty in getting contractors in during the various lockdowns. The outstanding work from the previous finance meeting has now taken place: lightening protection survey, protective film fitted over KS2 corridor Velux window and work to be completed in the holidays for completion of recommendations from the emergency lighting survey and 5 year fixed wiring survey. Pat testing and Boiler service to take place during the Easter holidays. Governors discussed the SFVS and the Chair suggested all governors make themselves familiar with the SFVS spreadsheet to compare benchmarking. Security fencing and gates at the front of the school were discussed in light of Year 4 doors being open and limiting the amount of traffic coming in to school.	
6	<u>Foundation Report</u> Nothing to report – Foundation meetings will become part of the CPPC agenda until the end of the academic year, it has been difficult for foundation governors to get into school and NL is very tied up with other commitments.	
7	<u>PAN Feedback</u> At the last FGB meeting the reduction of PAN to 45 was discussed and agreement made by governors to put in place to give financial security to the school. AT has had meetings with BCP admissions and a letter has since been submitted to the LA to this effect. They will consult on our behalf for the PAN to be reduced from Sep 2023; admissions for 2021 and 2022 will be unchanged however no redirect requests will be put forward to the school over 45. A governor asked if we will receive additional updates. AT replied that she is regularly meeting with Admissions and will keep governors informed. A governor asked where children will attend school if our PAN is 45 and other local schools oversubscribed. AT replied ST Marks are 3 form entry, Somerford have reduced to 1 form entry. If the need for spaces increases we have the support from BCP to increase the PAN back to 60; however they feel this won't be an issue over the next few years.	
8	<u>Headteacher Report</u> The Headteacher report was sent in advance of the meeting. (see attached) A governor asked in terms of the SEND comparison on page 3 of the report which indicated the number of pupils recorded as SEMH is lower than National is this evidence that we meet these needs is this indicative of the pastoral support offered in school. AT responded that it could be. This document is to generate Q's	

	not indicate necessarily whether something was/might be wrong. A governor asked if there is a set measure for the data. AT replied the information is taken from our Census; this has highlighted some SEND codes that have been adjusted. A governor asked if Autism is included in ADHD. AT replied that this may come under SEMH, some children fall into more than one category. A governor commented they are not surprised by the results due to the support the children receive in school. AT commented that Speech and Language paints an interesting picture as children in KS1 tend to have higher need in speech and language whereas in KS2 larger areas of need are Cognitive and severe learning difficulties. Does the SALT mask these other needs that perhaps become more apparent as they move up the school? This is a question AT and BJ have already started considering.	
9	<u>Operation Encompass</u> AT shared a document and short video regarding Operation Encompass , a Dorset Police initiative to support families that are affected by domestic violence by working in partnership with schools.	
10	<u>Policies</u> PHSE - Policy reviewed at CPPC and updates now made. The policy has been shared with parents, and parents have had the opportunity to attend a live presentation hosted by the PHSE lead, good attendance and feedback has been very positive. Policy agreed Code of Conduct – this should be reviewed annually, last review was Feb 2019, and policy based on Dorset model and the policy is very similar. A number of additional items added: 5.2 All staff are expected to work and behave in a manner that is consistent with the School Christian Character; Christian Values and to reflect the behaviours expected of the children in the 'Burton Code' 5.9 Staff are expected to treat all information they see, read or hear at school as confidential and should not share any information about individuals or groups of children without good cause or parental permission unless for purposes of safeguarding. 5.10 All staff should apply these same principles in their online behaviour and in the use of social media A governor asked if parents are asked not to share information on social media as part of the admissions process. AT replied we have a parent charter that is signed on admission to the school. A governor commented that including the schools Christian Character and Christian Values was an excellent addition. Policy Agreed	

11	<u>AOB</u> NL leaves at the end of May, the Diocese haven't given any information as to who may replace him at this stage. AH has offered her services for school worships. A governor asked whether the church would still be available to use for end of term services. The foundation governor replied it would depend on the size of the group and the up to date guidance, but there would be no reason if restrictions allow that the Church couldn't be used. A governor asked in terms of the staff Code of Conduct, is this something that would be useful for parents to have something similar as part of the admission induction pack. AT replied that we already have this; everyone that is new to school has to sign a Parent charter. PM has offered his resignation and will continue as H&S governor until the end of the academic year. The Chair thanked him for his contribution and asked governors to consider anyone they may know that may be interested in governance particularly with finance experience. Meeting ended at 7.26 pm Signed..... Date.....	
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