

Burton C of E Primary
Minutes of FGB Meeting
Held as an online Zoom meeting due to COVID 19
8th February 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> One action around Accelerated Reader renewal, this was discussed at FBEP to review finances and decide on renewal term. Minutes agreed.	
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>CPPC</u> ARy gave an overview of the latest CPPC meeting. Progress throughout the school is generally good, and achievement against targets for pupils is on track. Safeguarding audit is now due. Attendance was discussed 35% of the school qualify for Key worker status; we have a high percentage of KW pupils compared to national figures. J2E is the main learning platform being used for remote learning and this is working well on the whole. Learning walks have not been scheduled in due to teacher workloads.	
5	<u>FBEP</u> ARy gave an overview of the latest finance meeting. Current expenditure is on track, savings in some areas have balanced out overspends in others. 5 year renewal for Accelerated Reader was agreed as funds allow	

	at present and it has proved to be a valuable resource. Pupil numbers for September 2021 intake is looking low, BCP consider us a PAN of 60 however are numbers are looking towards a PAN of 45 moving forward, we need to honour the PAN of 60 for this year, governors agreed to request a move to 45 from 2022 and thereon. An additional classroom and teacher will be required for Sept 2021, this will put the schools budget into deficit looking ahead. Maintain drains have carried out the annual service on the 2 pump stations and recommendations for maintenance work were agreed. A skylight in the KS2 corridor recently smashed, luckily out of school hours, this has now been replaced. (clerk to check protective film) The fire risk assessment has been carried out with very few actions.	
6	<u>Foundation Report</u> No meeting has taken place since the last FGB. The education department at the diocese is having a 'shake up' due to lack of finances, a meeting will be taking place to discuss Parish and Diocese financial dire straits An online course for new foundation governors was recommended.	
7	<u>Questions around CPPC Data</u> The majority of governors were present at CPPC , no questions asked. AT updated governors that staff are now making contact with all families, teachers and support staff have spoken to the majority of parents to check in and see how things are going. A record is being kept on CPOMS and a follow up call if needed; the feedback on the whole from parents has been very positive.	
8	<u>Update on Pupil Numbers</u> 7 children moved to local junior schools at the end of year 2, due to these schools offering a larger PAN in KS2. A governor asked whether this was for geographical preference. AT replied yes, on the whole, that particular cohort were offered Burton as their first choices were full, there were issues around transport and distance, however the parents found the decision to move their children difficult as they were very happy and settled. A governor commented that this was a good testament to the school, as they were not happy with the original allocation. AT went on to say that since September, 1 child has left due to EHE, parental choice. 5 children have left to move to other schools due to house moves. 13 children have joined since September from year R up to year 5. Year 6 is currently full, BCP named us on an EHCP application for a year 6 child, this was turned down due to a number of factors; class size, space and current situation.	

9	<u>Policies</u> Single Equality policy – needs to be reviewed annually in the Autumn 2 agenda, the objectives need updating every 4 years. The yellow highlighted areas are additions, some wording amendments have been made to the Legal Framework section, a section added to highlight the Christian character of the school. AT suggested removing point 2 & 3 of Roles and Responsibilities and asked governors what they thought. A governor replied there is no specific needs for the two sections to be kept as staff/staffing are regularly discussed. A governor asked is this statement required by law. Governors agreed to remove point 2 and 3; a comment was made that we need to be mindful of confidentiality when discussing staff. AT went on to talk about the Equality Objectives and how these need to be targeted, we need to think about developing links with external agencies. A governor asked if we should include looked after children. AT replied that they would come under PP, there is a larger number of young carers and not as many looked after children. A governor replied that it would be worth referencing looked after children too. Governors agreed the policy with the above amendments Accessibility Plan – This policy was previously reviewed at FGB, AT has since gone back to BCP for their approval and made the amendments suggested previously, the response from BCP was that they were impressed with the standard of the document and happy for school to go ahead with it. Some items have been reworded which are highlighted and amendments made from feedback from previous FGB and fire risk assessment to include when toilets are upgraded to include disabled access, hearing loop to include school hall, emergency exits to have a visual alert as well as an auditory one. A governor commented that the feedback from BCP was good and cements the document. Policy agreed by governors.	
9	<u>AOB</u> A governor asked for further discussion around pupil numbers for September, and whether we could use the catch up funding to employ an additional teacher from Easter, they also went on to ask where the additional classroom would be as the mobile classroom is very isolated, could we have an additional mobile to have 2 additional class spaces in close proximity. AT replied that we have to prove the impact the catch up funding has, some of the funding was used in the Autumn term for year 2 and to allow HLTAs to carry out interventions in the afternoons. Employing an additional teacher would depend on cost and the National Teaching Tutoring programme could be more cost effective. A governor asked what the level of catch up funding was.	

	AT replied that it's approx. £26k to date, this doesn't have to be spent this academic year. A governor asked if we employed a teacher from Easter would this use all of it. AT replied that the tutoring would be more cost effective as 75% is paid for by the government. AT finished by saying once we know what are numbers for September are we will be in a position to make more informed decisions. Meeting ended at 6.50 pm Signed..... Date.....	
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