

Burton C of E Primary
Minutes of FGB Meeting
Held as an online Zoom meeting due to COVID 19
7th December 2020
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> None	
2	<u>Minutes and Matters Arising</u> All business and pecuniary forms have now been returned. Minutes agreed	
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>CPPC</u> ARY gave an overview of the latest CPPC meeting. PP strategy was discussed this will be a 3 yearly working document with an annual review, PP families were well supported during lockdown. Reading is on track, Writing is an issue throughout the school following lockdown, as it is throughout BCP, this is being addressed. Appraisal policy was discussed and agreed to take to FGB for ratification.	
5	<u>FBEP</u> H & S policy was reviewed and ratified. Expenditure is currently on track. Education visit payments have been postponed as AT was aware of the financial implications on families in the current climate and at this time of year. Governors agreed to allow the HT to put a Cap on the number of pupils in year 1 at 45 when needed so as not to exceed class sizes	

	moving forward. The Covid RA was reviewed and the H & S governor has carried out a H & S walk, some fire signage needs updating and it was agreed to seek quotes for the relaying of paving slabs outside year 3. Appraisal policy was discussed and agreed to take to FGB for ratification.	
6	<u>Foundation Report</u> NL suggested a meeting will take place in the new year. A governor asked whether any updates have been received from the Diocese? NL replied the guidance is not to have school Christmas activities in church at the moment. Collective worship is being carried out via Zoom which NL has been part of and a recording is being made for the school Christmas Carol service.	
7	<u>Headteachers Report</u> AT ran through the HT report highlighting the following sections: Pupil numbers are currently 331, 62 PP pupils at present, this has increased from 50 the same time last year, partly due to lockdown. A governor asked whether we have a procedure as we did in Dorset where we can check eligibility on behalf of parents, is this something Julia Coleman could help us with? AT replied that BCP has a system similar to DCC that lets us check which families are eligible for FSM, however it could be that GDPR may make it difficult for that info to be provided without parent's consent. 59 SEN children, 6 EHCP's. PP children with SEN is a slightly higher % than previous year, 35 % of children that are PP are also SEN. Safeguarding – since the start of the Autumn term there have been 6 contacts with social care following a referral. AT went on to say that these referrals were all made by outside agencies. Collectively decisions are made between Health, Police and Education to decide what happens next. 4 referrals resulted in a multi-agency strategy discussion where 3 of these we have been directly involved in. A governor asked of the referrals that have been made externally do we feel there were opportunities for us to raise concerns, would we have been expected to recognise 'trigger points'? AT replied that these were picked up by police and related to domestic violence or involved older siblings, as a school we wouldn't necessarily have picked up this. A governor commented that these meetings are very useful as all agencies are involved. A governor asked if the HT felt the system has improved as we are using telephone and online meetings? AT replied that this would have often been the case because decisions often need to be made at short notice. PPN (public protection notice) relate to domestic violence, the police attend and the incident is reported back to the school, if we have no concerns	

this is logged , if we are concerned we would contact MASH.

8 PPN over 3 families, we are supporting 3 families with regular TAF meetings and 6 families are receiving support from Early Help. Training & CPD – Stars training took place for all staff during the Oct inset day.

BJ has attended Removing Barriers – Dyscalculia with SC, Selective Mutism workshop and SEN leadership network.

JK has attended primary maths network.

KSi & KS have attended ELSA supervision.

JP has taken part in supporting wellbeing in school led by the LA EP.

Whole school have received CPD from MyTime(Young Carers)

AR and JP are working with Dorset Minds to set up training for children's wellbeing champions.

Catch up funding – has provided 2 pm's per week in year 2 to offer Phonics support and other areas that need interventions. This has also allowed for additional TA support in the pm's in year 4 for small group work and interventions. AT went on to say that JK is looking at year 6 and assessing where the gaps may be, the catch up funding can be rolled over to the next year.

Ofsted and School support - School inspections will start in the Spring term, primarily for schools that require improvement or are in special measures. These will be possibly operated more remotely .

Attainment and targets - Phonics & KS2 R & M will take place in the Spring term as normal as they are statutory.

KS1 tests to support TA, Y4 multiplication Check and KS2 SPaG & Science TA are not statutory, 90% of Year 2 pupils passed the delayed Yr1 Phonics Screening. AT told governors that the Phonics screening had been successful and the children that had received targeted support all did very well, she went to say this is testament to the teachers involved and R,W Inc.

All year groups will have undertaken more formal summative end of term tests by the end of term. Parent Teacher consultations have now taken place, parents were able to book appointments through the Arbor App which proved successful, 90% of families are now using this and can view their child's attendance and update any contact details as and when needed.

Behaviour- No racial incidents ,behaviour log is showing lower than this time last year.

A governor asked how do we differentiate between bullying and friendship related?

AT replied bullying is more repetitive, targeted, friendship issues are more general

A governor asked is the overall figure the one we need to look at?

AT agreed and went on to say some behaviour's aren't related to a sub category and others can cover a multitude of behaviours.

Attendance is currently 97.4% compared to the same time last year around 95-96%.

A governor asked how does this compare to national figures?

	AT replied that local HT's are reporting attendance is generally very good , illness absence is down along with unauthorised absence. A governor commented there could be an attendance spike the other way once travel restrictions are eased. Is the figure affected by children that we are waiting to off roll? AT replied it does initially, however once we have had confirmation from the next school that they have started the leaving date is back dated. A governor asked if we have children that this relates to ? AT replied that we have one family that the child is absent from school, they are looking to home school however this hasn't been formalised with the LA, from a safeguarding point it is important we keep track of these children by keeping them on roll and keeping contact until the LA can take over.	
8	<u>Policies</u> Appraisal Policy – This has gone to CPPC and FBEP for review, the updates have now been made. Policy Agreed Accessibility Plan – AT told governors this links in with the Single Equality policy and the Critical Incident Plan and should be reviewed annually. AT has asked BCP to review the CIP and the Equality policy will be discussed with staff before going to governors at the next FGB. AT has reviewed one and written a draft of the new one for governors to agree and review annually. A draft Accessibility plan has gone out to governors and AT highlighted some area's for discussion. Page 5 A governor asked if the hearing loop would be for the reception area? AT replied it does and would be for hearing impaired adults and parental communication rather than pupils. A governor commented that we may have hearing impaired children , is this something we should look at as and when? AT felt that the equipment needed for hearing impaired pupils would be more specialised and support pupils learning in a noisier classroom environment. A governor asked whether it would be possible to have an external review? AT has contacted BCP to have their perspective. After running through the document AT asked governors if they felt we had missed anything? A governor commented on the timeframes and how would we review and report on this would it be similar to the SDP? AT replied that items that link with the SDP will be reviewed regularly, and we need to ensure this document is reviewed on an annual basis , ideally Autumn 2 term.	
9	<u>AOB</u>	

	AT asked governors to consider the renewal of Accelerated Reader and to think about the time length 1, 3 or 5 years. Governors asked for another copy of the quotes to look at and take to the next FBEP for a decision. A governor asked if the Christmas performances will be available on the school website? AT replied that they wouldn't due to Safeguarding , all parents of the children in the performance will be sent the password protected link. The carol service will be available . Meeting ended at 7.46pm Signed..... Date.....	Accelerated Reader renewal.
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