

Burton C of E Primary
Minutes of FGB Meeting
Held as an online Zoom meeting due to COVID 19
19th October 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

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey Alison Roberts	Apologies accepted
2	<u>Minutes and Matters Arising</u> No actions from July's FGB meeting. Business pecuniary forms to be returned. Minutes agreed.	Business Pecuniary forms to be returned
3	<u>Business and Pecuniary Interests</u> No change	
4	<u>CPPC</u> All governors present at this meeting except MB and PM. Governors confirmed they had all read KCSIE. Update on lunchtime supervisors vacancies. Inset day on the 23 rd Oct will be used to look at Spring term assessments . The draft SDP was discussed and governors succession planning was highlighted as being a priority for governors to look at. Governor visits to take a different format due to COVID, the staff meeting on the 11 th Nov will be used for governors to make contact with subject leads and carry out zoom meetings. A governor asked how we would go about arranging this? The chair replied that governors should email staff in advance and send through a Zoom link.	
5	<u>FBEP</u> Budget and expenditure was discussed, class stationary spend is high for this time of year partly due to pupils needing individual	

	stationary packs. Supply is lower than would be expected partly due to outstanding invoices from Teaching Personel, in general the budget is on track for this time of the year. Teddy Bears rent is still coming in, the finance officer is querying again with BCP. A governor asked whether Teddy Bears are independent from school? AT replied they were, they used to be located on the school site but now they are independent. Funtastic have asked for a rent reduction in light of the recent fall in families using the before and after school club, governors agreed for this term and would review on a termly basis. 2 additional lunchtime supervisors were agreed , two LSups will be going back into kitchen after half term when hot meals return and the additional staff will allow 1 LSup per bubble. AT school spending limit was agreed. A governor asked whether Mrs Bryan's 38 years of service had been marked in any way. AT replied that all classes had made individual cards with personal messages to her, a collection was made from staff and vouchers were bought together with a commemorative cross stitch.	
6	<u>Foundation Report</u> Foundation governors are to arrange a meeting. A governor raised the issue of Christmas, the children will not be permitted in the church and asked whether the school could share videos of what the children are doing during Christmas in terms of nativities and worship, this could be shared with the parish and used during festive services in the church. AT said it would have to have parental permission. The usual reception nativity will not be permitted in church due to Covid restrictions. A foundation governor asked whether a report could be produced to share with the parish to show how school is maintaining an element of worship during these times. A foundation governor offered to link the schools bible theme with a bible story and share with children on line during worship.	
7	<u>Headteachers Report</u> AT ran through the HT report. Reception intake number was 37 this Sept which was below what we would have wanted, we have had some movement at the end of term with children leaving year 2 and moving to other local schools who have an increased PAN in KS2. Originally the school had a PAN of 45 this was increased to 60 to support Dorset admissions, as this has been the case for more than 2 years this becomes a permanent PAN , any requests for places up to the PAN of 60 would have to be accommodated. As we have 37 pupils this allows us capacity to take in additional pupils as the year progresses without needing to provide additional classes/teachers. We have 43 pupils in year 1. If we move close to 45 we could ask the LA to	

filter requests and only offer our school if specifically requested, or to cap year 1 at 45. AT went on to talk about PP and EHCP numbers and how well EYFS has settled in to school, their language skills are very encouraging. 2 children have been put back a year.

A governor asked what year they are in?

AT replied they would be year 3 but have gone back to year 2.

A governor asked if they will sit Phonics tests?

AT replied that neither will have sat the tests before and confirmed they will sit the Phonics tests before Christmas.

A governor asked if the parents are happy with the decision to back year and asked how the children are adjusting emotionally?

AT replied that one child is less mature than her peers and spent a large part of the previous year out of school for medical reasons, the other child has never attended school before so is on a par with her cohort.

The staff governor commented that both girls were in the same class and were socially and emotionally very happy.

A governor asked how this would work moving up the school, would the pupils always be a year behind?

AT replied they would throughout their time here, secondary schools may view this differently.

AT continued to talk about staffing MB is now a permanent member of the TA team and CD has taken on the SENDCO support role, this is working well as she is being flexible and working where the need is greatest.

STARS training has now been completed and the whole school has had some introductory sessions, part of the inset day on Friday will continue this, the ASD training that would have taken place on Friday has been postponed as there is currently no provision to provide this training remotely.

A governor asked are you finding training is an issue with other courses that can't run?

AT replied this is the only one so far that has been unavailable, most courses are being adapted to offer them remotely.

A governor asked how external moderation will work?

AT confirmed it will still happen in some format, Judith O'hare from BCP is working on it and is planning for it to still go ahead.

AT talked about the return to school, the school is showing 96% attendance.

A governor asked is there a mechanism for recording if absence is due to COVID?

AT replied that Arbor is set up for different absence recordings, there are options to record whether the child is self isolating, whether they have symptoms or whether they have tested positive. This is used to record and return to the DofE daily, including staff absences also.

A governor referred back to the TAS section of the HT report and asked whether the SEN focus fits in with the SDP?

AT replied the discussion was around SEN children and how best

	to divide out time in terms of Ed physc or ELSA. AT talked about the return to school and how we started with a supportive curriculum , more formal teaching has now been established as a response to the children's eagerness to learn. Drop off and pick up times have been well supported by parents and AT is thinking about 'tweaking' the timings slightly. A governor suggested keeping it the same as it is working well , covid has given us the opportunity to re look at procedures. A governor asked whether it works well for the teaching staff? AT replied that it works well in the lower school , staggered slower start allows better flow. The upper end of the school as the children come in in 'dribs and drabs' is frustrating as purposeful time is the issue. Could it be a concentration of adjusting times for certain cohorts? AT replied we are looking at the possibility of using the additional gate on the far field. We are trying to find the best fit for everyone. AT went on to talk about Mellow Yellow week which highlighted world mental health awareness day, a range of activities took place each day encourage children to think about their own mental wellbeing. A governor commented that it would be a good idea for inset days to continue to be aligned alongside half term and school holidays. AT agreed, the inset day on the 23rd July 2021 will be used for handover and prep for the next academic year. AT talked about pupil progress meetings, staff will have conversations with AT,AR and BJ to discuss teacher assessments , consider target pupils and discuss pupil progress plans which outline focus groups and interventions . 1 racial incident was reported, on investigation this was concluded to be unfounded. A governor referred to the behaviour section of the HT report and asked as the number have gone up slightly for bullying/friendship related incidents could this be children readjusting to socialising with one another? AT replied that children look at bullying very differently , the figure is a fairly consistent group of children.	
8	<u>Health and Safety</u> The H & S governor has carried out a review of the current drop off and pick system. H & S walk is booked in for 3 November and report will be given at next FBEP meeting.	
9	<u>Safeguarding</u> The safeguarding governor asked if the school had policies/procedures in place to support vulnerable families if they have to self isolate for 14 days? AT replied that we have a risk assessment that was carried out during lockdown and reviewed on the return to school. The PSW would keep in contact with the family together with the class	

	teacher. A governor asked whether foodbanks would support this? AT replied that if a child is PP we would still have to provide them with a meal, whether this would be a packed lunch or hot meal, we would look into this with Forerunner. A governor highlighted some SG training ran by Andrew Halls that all governors could undertake.	
10	<u>Polices</u> Governors approved the Safeguarding Policy. H & S policy and Teachers pay policy to carry forward to next FGB.	H&S Teachers Pay
11	<u>AOB</u> A governor asked if any bubbles have had to be sent home due to a positive COVID test? AT replied that we have had no positive Covid tests reported. The chair updated governors with the gov vacancies we have had 1 application and interest from 1 other. The chair gave feedback to governors on the HT performance management. AT/DJ/MB/EJ left the meeting at 7.30pm Meeting ended at 7.40pm Signed..... Date.....	