

Burton C of E Primary
Minutes of CPPC/FGB meeting
Online meeting held via Zoom due to
Covid restrictions
31st January 2022
6:00pm

Governors present

Alison Timmings AT
 Adrian Ryder ARy
 Melanie Browning MB
 Danielle Jeffries DJ
 Erica Johnstone EJ – left at 7.22pm

Amanda Hibbert AH

Andrew Carre AC

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson - accepted	
2	<u>Minutes from Previous Meeting/Matters Arising</u> Links to SDP to be added for governors. Disciplinary Policy to take to FBEP. Minutes agreed.	H/festival & Beaver report to follow. SDP link. Dis Policy to agree at FBEP.
3	<u>Safeguarding</u> The SG governor has checked the SCR on 31/1/22. All up to date with additional lunchtime staff and new teacher, current students are listed. The requirement from KCSIE for after school clubs to provide SG procedures and R/assessment has been fulfilled; all documents are on file in the office. AT/EJ to arrange a SG meeting. Governors SG training recently updated for ARy, AC and AH. Prevent training completed by EJ.	Prevent training cert EJ.
4	<u>HT Report/Pupil Progress</u> School roll numbers – we are currently showing 338 pupils on roll, there has been a lot of movement of pupils moving in and out. Mostly due to families relocating, families in temporary accommodation or evictions and in emergency housing, we have 3 children that have been offered places and are now awaiting a start date. A governor commented that it is useful to know the reason behind movement. AT commented that the children that have left, the families are very happy with the school and the decision to move them is to do with distance. Safeguarding – 3 children are subject to a child protection plan. 1	

referral has been made to Children's First Response. SG risk assessments are continuing from lockdown to ensure vulnerable pupils are kept high profile. Next term Navigator will be introduced to replace Team around the Family meetings, we will receive half a day per week which is allocated according to our catchment area. We are hoping this will enable us to get a better success rate from Early Help.

A governor asked where the Navigators are from within BCP.

AT replied they are from Early Help /Social Care.

Staffing – Adverts are currently out for 3 teaching positions (F/T Perm, F/T temp & P/T temp).

An internal add has gone out amongst staff and interview has taken place with the HT and two school governors to fill the Deputy Head role. SS (current AHT) will take up this position starting at the beginning of the summer term.

AT went on to say in terms of numbers for September we have 45 first choices which is good news.

A governor asked whether we are under pressure after half term with AK going, will we use a supply agency.

AT replied the closing dates are Friday and Monday for all three positions, we will have a look at the applications that we have.

Other options are supply agency, HT to cover 5 a.m.'s or KS to work alongside JK to deliver the lessons with additional support from an additional LSA.

A governor asked would it be worth advertising the permanent position from half term and just cover the summer term for the temp position.

AT replied this would be difficult as teachers need to give half a term notice.

A governor asked whether the current teacher in year 5 would continue to work beyond Feb half term.

AT replied that she would normally just work 2 days and took on the additional day as it was a temp role, planning is included in this time so it doesn't impact on her home life, although she is keen to stick to the original arrangement of cover to half term.

A governor raised a concern about the HT covering 5 a.m.s a week and felt this would be too much in terms of workload and wellbeing for the HT, they went on to say this shouldn't be an option to consider. Would we go back to supply and negotiate 2 days.

AT confirmed she would but said at the time she was reluctant to work beyond half term.

A governor commented that year 6 with 2 HLTA's would be a strong option in terms of consistency for the children, could the classrooms be moved together? This could be considered but is not very practical as one of the year 5 staff is an EQT and the other is a job share.

SDP Priorities – The SDP document has been updated to provide a rationale at the start for the specific areas identified as focus areas. Actions have been allocated to a time line over the

	academic year. A governor commented that the statement was good, we need to be coming into school and meeting teachers and pupils , this has been difficult because of a lack of governors and Covid restrictions. Governors need to ensure they know the SDP and need to keep the SDP in mind when having conversations with staff. They went on to say they hope there is a degree of understanding of these difficulties when Ofsted visit. A classic question is 'How do you know what you are being told is true' we have faith in our teachers however it is a difficult question to answer at present. Based on SDP focusses Forrest schools have been in school throughout the Autumn term and start of the Spring Term. The children have been enjoying their time outside. Curriculum – White Rose maths is being used throughout the school. RWinc continues to be a priority , 96% of year 2 pupils passed the Phonics screening assessment in December, 2 children didn't pass the assessment, this cohort started WRInc from its launch in school. A governor asked are the 2 children that didn't pass it receiving additional support. AT replied they will either be children with specific needs or SEND , they will receive additional tutoring through the RWInc programme most afternoons. Data Whole School data was sent out in advance of the meeting. A governor asked whether the targets were teacher targets or accelerated targets. AT confirmed they are Age related targets, in all cases children have made progress. A governor asked is one teacher marking the whole cohort or do each teachers mark their own work, are some teachers harsher than others. AT replied that moderation takes place within year groups. A governor asked whether reading records kept on MME could be used as tangible data for those children that consistently read at home. AT replied it is difficult as some families read regularly but don't record it. AT said she would look into it. A governor asked is there a bench mark we aim for in terms of the percentage of children that should be AT . AT responded that 75% is the government standard set a couple of years ago. AT went on to say that Reading and Maths are the areas that have maintained standards. The book looks have shown lots of positives in terms of writing. The comparison between boys and girls show boys are performing better in Maths and girls in reading. AT talked about the school led tutoring, the money is coming into school however it is proving difficult to identify ways of spending this due to lack of available space. The timeframe would be better if	AT to check MME/Data
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	money was given to school in the next academic year as there is still a level of disruption in terms of Covid. <u>Behaviour</u> No racial incidents to report. There have been no further fixed term or permanent exclusions this term. Data would indicate that over the last two Autumn terms the number of behaviour related incidents have reduced by almost a half. This could be attributed to a number of factors, the setup of bubbles over the last 2 Autumn terms due to Covid precautions meaning there is less mixing on the playground and the staggered breaks making more space for pupils to play. <u>Attendance</u> We are beginning to start to focus on children that are consistently late, an attendance leaflet has been produced to help with this. A governor asked when there is illness in terms of Covid and where the children are S/I what work is provided for them and how is it accessed. AT replied teachers will put work on J2E if it is a large group of children that are off, if it is just one or two they will message the parents with individual work.	
5	<u>Staff Update</u> Covered in the HT report.	
6	<u>Governor Visit/Learning Walks</u> Reports to come for Beavers/Harvest Festival. ARy carried out a behaviour walk over lunchtime. Overall the children were very well behaved. The children lined up in an orderly fashion and it was good to see the children tidying up and helping each other. Report to follow. As we are half way through the academic year the chair said it would be good to get dates in the diary to meet with subject leads.	Clerk to send document for learning walks.
7	<u>Policies</u> <u>Young Carers Policy</u> The policy is based on the model policy from MyTime Young Carers and adapted to fit in with our school. The LA definition of a Young Carer is very different to MyTime's definition. The policy is based on what we do as a school. EJ will act as the governor champion and SC will act as the staff champion for young carers. A governor commented that the detail seemed very reasonable and the policy is good to have as a standard. Policy Agreed	

	<u>Phonics and Reading Policy</u> A governor commented that it would be useful to reference what 'ZPD' means. A governor commented that it is a very comprehensive document and spells out everything that is currently happening in school. Policy Agreed	
9	<u>AOB</u> EJ highlighted the need to ensure all visitors circle the 'I have read the Safeguarding Summary' when signing in. DJ has approached a potential governor through St Lukes church unfortunately they have declined however has a retired teacher from St Lukes Church that may be interested. A governor asked the HT whether we have sufficient staff trained with the appropriate SG levels in light of current SLT staff leaving. AT replied we have a number of staff that are level 3 trained for SG , SC is DSL and we will look for SS to take on this as an additional person in school. Meeting ended at 19.50pm Signed..... Dates.....	