

Burton C of E Primary
Minutes of FBEP/FGB meeting
Online meeting held via Zoom due to
Covid restrictions
18th October 2021
6:00pm

Governors present

Alison Timmings AT
 Adrian Ryder ARy
 Melanie Browning MB
 Erica Johnstone EJ

Amanda Hibbert AH
 Andrew Carre AC
 Danielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson - accepted	
2	<u>Minutes from Previous Meeting/Matters Arising</u> Budget agreed together with work for removal of slabs and tarmac of area outside year 3. H & S risk assessment has now taken place. Sports Premium report to go to governors. Minutes seen by all and agreed.	Sports Premium report.
3	<u>Current Budget/Expenditure</u> The outturn was shared with governors in advance of the meeting AT explained that at this point in the year we would be looking at approx. 58% spend to be on track. 180 Training is showing slightly under, this has covered Paediatric first aid training , Wale, PACE training and supervision for JP and KS together with HT and DSL Supervision so far. 190 Apprentice Levy – A governor asked if the school is making use of this. AT replied that we are still trying to find ways of using this as spending it is fairly complicated in terms of the hours needed to qualify. A governor commented that we are obliged to spend it on trainees or staff development. AT replied that a recent HLTA qualification course didn't meet the criteria. 210 Maintenance of grounds, 12K has been committed which includes outstanding Maintain Drains work. The porch and early year's shelter have come in slightly over due the work specification being altered and the structures being free standing. Tarmac and fencing work has been done and paid for. Rents Rates and Water – this is under partly due to the funds coming out later in the year. A governor asked in terms of bills set to increase has the school received any guidance from the LA in terms of budgeting for this. AT replied we hadn't at this point but will be mindful when setting the budget in the spring. A governor	

	asked if Admin IT covers agreements for outside IT support. AT confirmed it covers TurnITon, we are in the process of looking at other IT support due to their recent poor service. Education Visits includes a £1000 to cover any shortfalls in payments AT went on to say that swimming is often underpaid by parents even though it is subsidised by the BSA and Sports Premium, we need to look at a more cost effective way of covering this. Furniture - shows the expenditure for the furniture for the additional class 13. A governor commented that Science had £4000 allocated was this for a particular project as it looked more than other subject headers. AT replied that originally it was thought Forest Schools would come out of this header however the sports premium has funded this.	
4	<u>Agree Delegation of Finance</u> The Headteacher was delegated £2000 to spend for school use without the need for governor approval.	
5	<u>Staff Update/Personel</u> JD has now started her maternity leave and LD will be starting hers on Friday 22nd Oct. A governor asked if this will affect the supply budget as they covered PPA. AT replied potentially however the hours for this half term would come from catch up funding, we may have the need for a virement at some point later on in the year.	
6	<u>Grounds and Maintenance</u> The Shelter and Porch have now been installed which covers an action in the Accessibility Policy. The fencing , to offer more secure outside space for Early Years, has also been done together with the playground markings (netball court, noughts & crosses, bleep station and hopscotch) The roll over bars for the KS2 field will be installed in December. A governor asked whether any of the above work needs additional Health & Safety review. AT replied potentially the stone area in KS1 , however this was used before the work was carried out, we need to ensure the children sweep the stones up after they have used them.	

7	<u>Policies – Accessibility Policy review</u> AT explained that the policy needs reviewing annually and was last reviewed in December 2020. The action plans include improving curriculum access Out of school activities - need to ensure activities are inclusive. Sports Partnership is ensuring there are a wide range of activities available to all children including young carers. Appropriate CPD to support pupils – all staff have attended ASD training and dyslexia training has been booked. Physical access – the shelter is now in place at the front of the school. Toilets- plans are being drawn up by BCP to renovate and include an accessible toilet. A governor asked whether the classroom doors are wide enough for access for a wheelchair. AT confirmed that they are inside the school and the majority are from the classroom to outside, the only doors not accessible are ducks, otters, swans and kingfishers and there are access areas nearby. A governor asked whether the plan will be amended with the updates. AT confirmed she will update the plan and will review in 2022.	
8	<u>Health and Safety</u> No health and safety incidents were reported by the H&S governor. A fire drill is due this term. AT reported that the Fire Risk Assessment Review with BCP was carried out on the 6th October. A governor asked if the signage had all been done in light of the fire risk assessment. AT confirmed the majority had however on the back of the recent fire risk assessment review there is some signage that needs adjustment, there should be a fire exit through the door off the corridor by the caretakers cupboard, the kitchen should not be used as fire exit, this area needs clearing.	Fire drill due
9	<u>AOB</u> A governor asked whether all the catch up funding has been spent. AT replied that £11k from last year has gone towards interventions and small group work, on top of that catch up premium and national tutoring programme is about to start during the next half term. A governor asked whether it is still the case that if a pupil has received tutoring they can't receive it again. AT replied that this was originally the case but now this is possible. DJ & MB left the meeting in light of the next section on the agenda being confidential. See separate confidential minutes. Meeting ended at 7.10pm Signed..... Dates.....	

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