

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
15th July 2019
6:00pm

Governors present:

Alison Timmings AT
 Georgie Bethune GB
 Adrian Ryder ARy
 Erica Johnstone EJ
 Attending:
 Alison Roberts ARo

Mel Browning MB
 Michael Ponchaud MP
 Dannielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> Patrick Mann Apologies Accepted Di Wilkinson Apologies Accepted	
2	<u>Business & Pecuniary Interests</u> None declared	
3	<u>Minutes & Matters Arising</u> The mobile technology policy has now been uploaded to the website. Health and Safety walk has been carried out concentrating on fire risk assessment. Leavers service date in diary.	
	<u>CPPC</u> Meeting cancelled due to governor numbers not being quorate, agenda brought forward to FGB.	
4	<u>FBEP</u> MP gave a brief overview of the latest FBEP meeting. Hot water heater still needs installing in EYFS. Budget and expenditure on track. A new MIS system was discussed and figures put forward governors agreed to go with Arbor. The repairs have now been carried out on the running track and the KS2 Gazebo is being renovated by Sainsburys staff. A 'light touch' finance audit has been carried out with a full audit due next year.	H/W heater
5	<u>Foundation Report.</u> No report given.	
6	<u>Headteacher Report</u> Numbers on roll 341. A number of children will be moving at the end of year 2 to Mudeford and XChurch Juniors, however we have an equal amount of children coming in from various schools and families moving into the area.	

	1 LAC, 1 adopted child and 1 service child. PP and SEN above national average. EC will be teaching full time in year 3 replacing RH, CD will be working 2 days on a fixed term contract replacing HR. BJ will be starting as SENDCO in Sept working 3.5 days to include 1 afternoon covering PPA. SS will be taking up the Assistant Head role in September. DJ has met with Richard Wharton from the Diocese to discuss preparation for the SIAMS inspection which is due in January 2020. RWInc training part 1 took place on the 3rd June inset day, day 2 will be on 2nd Sept inset day small adjustments have been made to the school day to facilitate RWInc fully, breaktimes will now be 10.40am – 11am and lunchtime will be 12 – 1pm. AT has met with Judith O'Hare, BCP LA advisor and current Ofsted inspector, data is a concern and JOH was keen to hear what the school is doing to improve it. The school will be RAG rated red which will result in a termly visit from JOH. A governor asked what would be the impact on the school on being RAG rated red? AT replied that the LA will put in additional support for the school. A governor asked if that would have an impact on a Ofsted visit? AT replied that if Ofsted visit they would be aware that we are RAG rated red, however it wouldn't instigate an Ofsted visit. JB and AR have met to discuss the progress towards the targets set for PP pupils. There is evidence some initial evidence that the Accelerated reader programme has impacted on reading attainment – particularly for PP pupils. A governor commented on how well the Accelerated reading programme was going and gave positive feedback. EYFS and KS1 have been moderated, all teacher assessments were validated and both teams spoke positively about the practice they saw and the extent to which the teachers knew their pupils. 3 Safeguarding referrals have been made, 9 TAF meetings have taken place this half term and 1 PEP review meeting. Attendance hasn't differed greatly from last year, 1 family is known to have been deterred from taking term time holiday due to receiving a fixed penalty fine warning letter. There have been no racial incidents to report, no fixed term exclusions this term and 1 formal complaint of bullying, this has been recorded in line with school policy and steps have been taken to support both parties, this will	
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	be reviewed before the end of term.	
7	<u>Pupil Progress</u> AT produced the data breakdown for the latest data. AT explained that the green box shows the comparison to 2018 national . A governor asked whether we have 2019 national statistics? AT replied the official 2019 national hasn't been issued however they wouldn't look vastly different. EYFS – the children have made good progress from their starting points making 20-30% progress in reading, writing and maths, the figures on the whole are in line with national figures for 2017. 67% of PP pupils achieved GLD in line with all pupils at 69.5, this was 100% last year. The two pupils who did not achieve it have particular social and emotional needs which school has been addressing. 43% of SEND pupils achieved GLD this is up from the 17% last year. A governor asked if the children were low on entry? AT confirmed they were, however a great percentage are in line with age related now. KS1 phonics – There has been a downward trend over the last 3 years , the figure this year is slightly higher than last year +2%, in this year's Y1 cohort only 63% are confirmed as having achieved the expected level in reading at the of EYFS , there is no EYFS data for 7 pupils who joined mid-year. 1 pupil who did not pass, only joined the school the week of the test, a second pupil joined the school this year as EAL with no spoken English at all and a third pupil joined within the test window but did not sit the assessment as there is EAL status as well as being a new starter. Without these three pupils the pass rate would have been 82%. Year 2 – The number of children achieving ARE in reading and writing is below last year's Y2 data in all areas except GD writing and significantly below national. Only one child missed out on converting from a 2 at EYs to ARE at the end of year 2 which resulted in the comparison being -2%. SS is currently analysing the data for those who did not achieve ARE to identify what interventions have been in place for these pupils and to identify areas to address early on in Y3. This year group have a number of pupils with challenging behaviour and this has been significantly less obvious throughout the year as a lot of time and effort has been spent on this area. A governor asked if this cohort came in low on entry? AT confirmed it was correct and went on to say 15 pupils retook the phonics test in year 2 and now 88% of the cohort have passed.	

	A governor asked if additional measures are being put in place to continue the support. AT replied that the launch of RWInc will 'scoop' up the children that are below. A governor asked will RWInc bring a benefit to EAL children. AT replied that the teaching is done in a very structured way, we are currently trialling a group with 2 EAL children. The children are assessed by stage not age and move along at their own pace. A governor commented that it was disappointing that some have dropped from year 1. AT replied to this comment that time is spent in the afternoons encouraging reluctant writers. A governor asked if there was much transit throughout the year? AT replied that there hasn't been in this particular cohort. A governor asked if there were a lot of younger pupils in this cohort and would this make a difference? AT replied there were a number of July and August birthdays, she went on to say this can have an impact initially but not so much as the children move up through the school. A governor asked whether parents will be told about WRInc? AT confirmed that workshops will be run for parents at the start of next term. AT went on to say that RWInc isn't so reliant on parents reading with their children, this will benefit those children that have less parental input. A governor asked whether EC would receive enough support in view of teaching this cohort next year as a NQT? AT replied that AK will act as her mentor, EC has already been in and worked with SS to get to know the children. Year 4 – This year we took part in the pilot of the national multiplication tables check. No data, other than raw scores, has been released and at present there is no indication of a pass mark. A governor asked if the children should be able to know their tables by the end of year 4. AT replied that it gives the children better fluency in year 6 if they know their tables. Year 6 – All areas show an increase in achievement on 2018 school data, the gap to National is much smaller in all areas but most significantly for Writing, Maths and RWM combined. Comparison of data of pupils who joined the school and those who have been at Burton since reception (36) with those that joined since then would indicate that those with us from the very start performed more in line with National figures. When including those	
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	who joined during KS1 (50%SEND) figures reduce and then pick up a bit with those joining during KS2. This would suggest that either there was a high % of SEND in those joining during KS1 or that as a school we did not adequately identify their gaps and fill/close these to enable them to reach ARE. A governor asked if part of the success was down to RH taking on the moderation role? AT replied that JK has also attended the moderation training and knowledge has been shared across the teaching staff. A governor commented that the improvement from the end of year 5 was very positive. A governor asked if there was any formalised procedure to put new joiners through to assess where they are on joining? AT replied that teachers will assess the children on entry, where there are spaces in year groups the children that tend to fill them are transferring from other local schools often bringing behaviour or SEND with them. A governor commented that it is disappointing we are not in line with National however the progress is moving in the right direction. A governor asked whether 'Nessy' is still being used? AT replied that it is some cases, children with support from home seem to benefit from it more.	
8	<u>Safeguarding</u> SCR will be checked in Sept when new staff have started, all necessary checks have been made.	
9	<u>Staffing/Class Structure</u> AT gave information to governors regarding staffing structure for next year. TA's will be designated over the whole year group to be used where needed the most. SS will move to year 1 with an HLTA to allow non-contact time for her new role as assistant head. EC will have an HLTA to offer additional support as a NQT. AM will take on the role of HLTA as she has now successfully completed her training she will replace SE.	
10	<u>Pupil Numbers</u> Already covered in the HT's report	
11	<u>Policies – Separated Parents Policy</u> AT told governors that this is not a current policy in school however she felt there was a need for it as the school is having more issues where additional information is being requested by the parent not residing with the child. AT went on to say that we shouldn't be giving more information to the parent that doesn't pick up at the end of the school day and explained the need to protect teachers time and encourage communication between parents	AT to add a paragraph re information sharing.

	where possible. A governor asked if this could be done through Marvellous Me and Parentmail. AT replied that both parents have access to these routes of communication. Policy Ratified by Governors.	
12	<u>Governor Visits/Learning Walks</u> No visits/learning walks have taken place since the last FGB. ARy encouraged governors to pre book dates in the diary for the beginning of next year.	
13	<u>Inset Days</u> AT put forward the proposed inset dates for approval: 2nd and 3rd Sept - Read, Write Inc training 25th October – tbc 14th February – Cluster schools to provide moderation. 20th July – AT proposed staff carry out twilight sessions. Governors agreed dates.	
14	<u>AOB</u> Governor dates given out for the following year. ARy thanked all the governors for their time and commitment for the last year and thanked Gerorgie who will be stepping down as Foundation Governor. Meeting ended at 7.30 Signed..... Date.....	