

Burton C of E Primary
Minutes of Full Governing Body Meeting
Held at the school
4th June 2019

Governors present:

Arian Ryder ARy
Michael Ponchaud MP
Danielle Jeffries DJ
Alison Timmings AT
Patrick Mann PM

Erica Johnstone EJ (arrived 6.10)
Mel Browning MB
Di Wilkinson DW

Item Number	Subject	Action
1	<u>Apologies and welcome</u> GB AR NL Apologies accepted	
2	<u>Minutes and Matters Arising</u> Two actions from previous FGB. Pupil Premium training still to take place for governors and Mobile Technology Policy to be agreed.	Gov training for PP to be arranged.
3	<u>CPPC</u> PHSE policy was ratified and it was highlighted that the SEX Ed policy and PHSE policy have now merged. Spring term data is now close to National expectations, and data reflects a number of pupils that have recently entered the school that are below ARE. Generally the picture is encouraging. Staff adverts have gone out for SENCO role and KS2 Teacher. Safeguarding Audit to be carried out (this has now been done, see below).	
4	<u>FEPC</u> Budget and expenditure are on track for the time of the year and some areas were showing a overspend due to over ordering in the previous financial year to carry the school through the LA reorganisation. The 19/20 budget was discussed with best and worst case scenarios put forward, budget will depend on the number of children on roll in reception in September and is currently showing a deficit in year 2 and 3 with the current numbers. The Purchasing Card policy was approved with the amendments as a result of LGR. Health and Safety walk is to be arranged.	H & S walk to be arranged.
5	<u>Foundation Report</u> A foundation governor gave feedback that had been received from St Luke's Church regarding the Easter Garden's that had been on	

	display in church over Easter, thanks was passed on to the children for their hard work. A governor asked if the leavers service date had been arranged?	Leavers service date to be arranged.
6	<u>Headteachers Report</u> Number of children on roll 339, the percentage of PP and SEND is above national average, 1 LAC child. The SENCO position has been re advertised with a greater flexibility in terms of the pay scale and hours, we have recruited Beulah Johnson, a very experienced SENCO to start in September. SE will be retiring at the end of term after approx. 29 year's of service. RH will be leaving at the end of term to take up a post at another school. Interviews have taken place for her replacement and Emma Castro will be starting in September. A governor asked if SE will be replaced? AT replied that another member of staff is currently taking her HLTA training and will be in a position to fill the vacancy in September on successful completion of her course. All staff have completed PREVENT training and L/Supps have attended 'Effective Behaviour Management Strategies'. AR has attended MITA training and will feed back to CPD and TA's as a result. EYFS have been moderated by BCP, all their judgements were validated and the EYFS received 'glowing' praise from the moderators. A governor asked in light of RH resignation and her recent successful training to become a moderator is this something the school would encourage other staff to undertake? AT replied that it would be encouraged as it is beneficial to the school and the only cost involved would be class cover for the training. Learning walks have taken place and pupil progress meetings are taking place every 4 weeks. Year 6 have represented the school well in County finals for Netball and good feedback has been received regarding the children's behaviour and sportsmanship. A governor asked why Burton was not represented in the recent local football tournament? AT replied that the events we are invited to are normally because we are part of the Christchurch Schools Partnership and perhaps this particular tournament was run by an independent football coach. 5 penalty fines have been issued and 2 penalty warning notices. There have been no Racial incidents and no fixed term exclusions this term. A governor commented that it was promising that no fixed term exclusions have taken place this term. AT replied that the child in question is very closely monitored and improvements have been made this term.	

7	<u>SEF and Summary</u> The document was sent to governors and AT asked if anyone had any questions. A governor asked in terms of the SEND review and change in staff is there sufficient steps being taken in terms of consistency? AT replied that AR can pick up from the SEND review this term and BJ will have a good starting point in September. A governor asked in terms of the Ofsted framework and more curriculum focus would it be possible for each subject leader to present to governors and answer questions to help prepare governors and staff for possible Ofsted visit. AT replied that this has already taken place with Pupil Premium, PHSE and PE. A governor suggested a timetable for the next academic year to allow for this. A governor commented that it was a very fair report.	
8	<u>SEN Report</u> To take to CPPC as AR absent from meeting. A governor commented that the SEND governor role be spread amongst more than one governor to spread the workload as it is a lot to take on together with Pupil Premium.	Take to CPPC
9	<u>Policies – Mobile Technology Policy</u> The policy has gone out to governors with the red highlighted areas where amendments have been made. AT raised the point that staff had asked whether they could use their mobile phones as stop watches. The policy is very clear on the use of mobile phones by visitors and backs up the school policy of requesting phones are handed in to reception on arrival. A governor queried some of the dates on the policy. AT to amend. The policy was ratified by governors.	Upload policy to website and amend dates
10	<u>SATS – Initial View</u> Two year 2 pupils sat their Maths assessment before the rest of the cohort due to a family holiday. A governor asked whether this would incur a penalty fine. AT replied on this occasion is wouldn't because it wasn't a repeated holiday. Year 6 have coped well with the tests, 1 pupil did not sit the test due to a family holiday, and 1 pupil did not sit the test. On the whole Reading, Spelling and punctuation were fair, the maths paper was hard and this was felt nationally. Some children were frustrated by the questioning used. The results will be published on July 13th. This year's results are looking more promising than last years with approx. 11-12 children at greater depth compared to 3 children last year.	
11	<u>Safeguarding Audit</u> AT and EJ have now carried out the Safeguarding audit. EJ told governors that 2/3 recommendations have formed the action plan and evidence was readily available to back up answers, the overall result was outstanding. A governor asked if the score of 3/5 for the ESafety review tool was	

	good or bad? AT replied that JK updates this consistently. AT went on to say that the school has signed up to The Key for S/G updates .	
12	<u>SEP Visit</u> AT produced the SEP report that had previously gone out to governors, AT informed governors that this was an annual cycle of monitoring and evaluation. JB will be in school to look at PP outcomes with AR. Assessment and Tracking system is still an area that needs investigating , AT went on to say that Arbor is a MIS system that has been looked into and she has spoken with another local school that use this system for tracking and data, the feedback was positive in terms of the assessment side, however the system needs to work well in terms of office use. A governor asked that there were a number of recommendations from the previous report, 3 from the last visit and only 1 this time, why would that be? AT replied that this is the final report for the year and a number of objectives have already been met, the new cycle will bring new recommendations. AT went on to say we are awaiting the SEP package from BCP as termly visits could be free. The report highlighted the need for governors to document learning walks and visits and to have a monitoring schedule to sit alongside the whole school model.	
13	<u>School Christian Vision</u> DJ presented this document and explained to governors as a church school we need a Mission Statement based on our core Christian values. DJ went on to say that each value has been 'unpacked' and linked to bible references and stories. Worship is linked to the core values and works over a 3 year cycle. DJ asked for feedback from governors before the document is put on the website alongside our learning vision, aims and British Values. Governors feedback was very positive and pointed out the document was very clear and easy to read and the schools vision is very clear. Governors agreed for document to be put on the website.	
14	<u>AOB</u> Governors were invited to attend the new parents evening on Thursday 6th June. The chair suggested governors arranged an end of term lunch for staff to say thank you for their hard work. Meeting ended at 7.10 pm Signed.....	Arrange a date for staff lunch.

	Date.....	
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