

Burton C of E Primary
Minutes of CPPC Meeting
Held at the school
FGB
11th February 2019

Governors present:

Alison Timmngs AT
 Georgie Bethune GB
 Di Wilkinson DWi
 Michael Ponchaud MP
 Patrick Mann PM

Danielle Jeffries DJ
 Adrian Ryder ARy
 Erica Johnstone EJ arrived at 6.10
 Mel Browning MB

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey – Apologies accepted	
2	<u>Minutes from Previous Meeting/Matters Arising</u> All have now read Keeping Children Safe in Education. Actions to take forward DWi to carry out a mock Ofsted.	Mock Ofsted
3	<u>CPPC</u> ARy gave a brief overview of the recent CPPC meeting. New children have joined the school with similar challenges in terms of SEND need. Girls are falling behind in maths so the Why and How method has been introduced. Nussy has been introduced to support reading. RH has now passed the qualification to become a County Moderator for reading in year 6. HLTA's are proving beneficial to the SLT. References are now being chased for staff records together with additional DBS checks taken place. Pupil Governor meetings have taken place and a list has been produced for school improvement by the pupil governors.	
4	<u>FEPC</u> MP ran through the minutes from the FEPC meeting. Still looking to BMIS to have the school drainage issue sorted. With the BCP transfer happening we will be looking to stock up on items for the Summer term items will come out of this year's budget. Ed visits are overspent due to lack of parental contribution. The Outturn figures differed from December due to teachers pay increments. The Pastoral Support Worker has now started and LD will be returning from Mat leave this week. The signing in system was discussed and governors agreed to adopt the Read, Write Inc phonics system. Benchmarking documents were produced for governors as part of the SFVS checks.	
5	<u>Foundation Report</u> Foundation governors are still trying to arrange a meeting. Both are attending the Diocese Briefing on Wednesday.	Foundation Gobs to meet.

Headteachers Report

AT gave a verbal Headteachers Report.

Pupil numbers are similar to previous report. An additional child has entered year 1 who speaks no English.

HT's have met with the attendance team to discuss Sept 2019 intake, numbers are low across Christchurch this will have an impact on local schools. Twynham Primary and Mudeford Infants are the only with first place selection full. Burton has 33 first choices and final numbers will depend on second choice selections. This could impact on class structure next year.

The lunchtime supervisor has now returned from sick leave, LD will be returning and job sharing with AR with CD covering PPA time.

JP has settled well in to the Pastoral Support Role and JD is now employed by school on a permanent contract.

RH has become a BCP moderator.

AR/AT attended 'The Wonder Year's' conference in London which focussed on a 'knowledge rich' curriculum. A number of courses have been attended by AR; pupil progress working party, SC: part 2 of maths course and Safeguarding, SV/DJ: Pie Corbett reading into writing course.

The SLT visited Mudeford Infants School to see in practice how the Read, Write Inc system works.

CD has taken SALT training to offer in house support for pupils. KS is completing her ELSA training. AM is currently training to be an HLTA. EB/AT/RH/FM/CS have taken COSHH training.

The following twilight sessions are still to take place: 7/3

Attachment attainment: 25/4 J2E computing: 13/6 Behaviour

Support Service: 3/6 Read, Write Ink day 1, the second day will be held in September. Jackie Broomfield and Lynne Gaudreau have both been in to school. Cluster moderation for year 2 and 6 will take place on Friday with support from BCP.

100% parental sign up for Marvellous ME.

The termly reports have gone out with positive feedback from parents.

Worship has now been moved to the afternoon to allow for interventions to take place in the morning, all children now attend worship every day.

An external advisor has been in to carry out a SEND review some of the positives that came out of the review were: Good communication between staff and TA's, Training, Holistic approach, good support in class, teachers also working with SEND children not just TA's and attendance. Areas to develop were governor involvement, focused targets, and ensuring children are aware of what their targets are and encouraging independence.

There have been 10 referrals to the Safeguarding Hub and the SCR is going to be checked by an expert from another school. **A governor said that there seemed to be a high number of referrals.**

AT replied that she can phone MASH for advice and is often encouraged to make a referral.

The door release button has now been moved to ensure children

	can't open the front door when they are in the library area. Funtastic have had a recent Health and Hygiene inspection and were down graded due to there being no hot water and additional hand washing sink in the mobile classroom. This will be installed during the half term holidays. The attendance officer has visited and carried out a meeting with persistent absentees. One family has informed their teacher that they will be absent from school for SATS week. A governor asked if the family were aware that it was SATS week. AT replied that she understood it was because it was SATS week they had chosen that particular week, they had the previous SATS week off with an older child the previous year. A governor asked whether the LA take into account previous holiday. AT replied that County will only issue a fine if the absence is repeated annually and there is a pattern. AT shared the Primary Inspection Data Summary sheet and advised governors to familiarise themselves with the document as the data from this document could be the focus of an Ofsted inspection. A governor asked what has driven the backward step in terms of data. AT replied that with that particular cohort of children there were numerous factors that accounted for the data. A governor asked whether there would be a paper trail to show this. AT replied that the reasons have been documented. A governor commented that there needs to be evidence of what we are putting in place now. A governor asked whether the current year 6 data is looking better. AT confirmed it was. A governor asked whether staff understood the data. AT replied that it had been talked through with staff and staff can 'pin point' children. A number of children entered year 2 with low achievement and then went on to sit the SATs test which affected the SATS results. A governor commented that the Ethos of the school is as important to some parents. A governor commented that the year 5 cohort is looking challenging at present and asked whether the school was confident that the SDP measures line up with areas of weakness and asked if the HT was confident that the SDP and measures put in place are evidenced. AT replied that evidence will be in the results of the children as shown by teacher assessment as well as through monitoring, internal and external. Another local HT and Jackie Broomfield (our SEP) are in after half term to do some joint monitoring with AT.	
7	<u>SDP Questions</u> The School Development Plan was sent out to governors previously and governors were given an opportunity to ask questions. A governor asked if we knew why there were low maths puma scores for year 5. AT said she would look at this again and speak to the class teacher for clarification. A governor asked if a Learning Walk could take place to see how learning ladders and assessment for learning strategies are being	

	used. AT replied that this would be a good idea. A governor asked whether the additional resources for maths have now been made available to the whole school. AT replied that 'concrete' resources are now being used throughout the whole school. A governor asked if the 3 pupils in year 3 that were not on track in phonics by the end of year 2 are now on track? AT replied at the end of the Autumn term the 3 had caught up and all are being monitored. A governor asked how we are engaging with local nurseries to ensure the next steps. AT replied that staff have been working with feeder schools to look at areas that need targeting. Often children that are coming in at a certain level from pre-school are not moderated in the same way as in school. A governor commented that nursery staff are not trained as teachers and work can be difficult to assess.	
8	<u>Pupil Premium Strategy</u> Governors were given the document previously and commented that some of the information was out of date. It was suggested a paragraph be added at the bottom with the updates rather than re writing the entire document. A governor commented that the PPS ties in well with the HT report and SDP. AT explained that the first half of the document is the plan for the current year and the second half is the review of the 17/18 funding.	
9	<u>BCP Update</u> AT gave governors information on the recent updates regarding Local Authority transfer. BCP have presented their SLA for HR but we still awaiting more info on other SLA's. The majority of Christchurch Schools will stick with the SLAs that Dorset currently offer in the short term. Should know more about funding by the end of the month, the major difference in terms of finance is that a new bank account will have to be opened and money will be transferred in each month in twelfths, bulk buying in stock for the summer term will hit this years budget but should allow for a smoother transition. Admissions for this year will be handled by Dorset until August and then by BCP, in year transfers will be handled by BCP from the 1st April. A governor commented that after attending a recent BCP meeting with the local Headteachers he felt that the schools were united and very well represented.	
10	<u>Policies</u> Teaching and Learning Policy – an amendment was made to the section Learning how to Learn to include visitors and Specialists. The section for Active Engagement Humanities was added. A governor asked if we needed a section on RE as we are a Church School. AT replied that under the curriculum section this is covered. Whistleblowing Policy – Based on a DCC model policy. The Chair highlighted that governors that need to be concerned with the anonymity.	

	Dealing with Allegations of Abuse against Members of Staff and Volunteers. – agreed and discussed at CPPC. Positive Handling – agreed and discussed at CPPC. A governor asked whether staff were happy with the amount of training received. AT replied they were and individual training would be offered if needed. Equal Opportunities in Employment Policy – Same policy as previously adopted. A governor requested under the Transgender section the term ‘opposite gender’ be amended to ‘different gender’ Disciplinary Procedure – reviewed last year and no changes made, governors need to be mindful of ‘timelines’ Disciplinary Policy – Appendix B needed completing . Code of Conduct - Existing policy amendments need making to the date in section 1 and section 2.1 Charging and Remissions Policy – Existing policy , governors need to be mindful of details of how trips are funded. Alcohol and Substance Misuse Policy – Based on a model policy. Probationary Procedure for Schools Support Staff – Need to mindful procedures are followed to ensure ‘backing’ from County. All policies were agreed with the above actions.	
11	<u>Competency Framework</u> In light of recent governor training courses and possible Ofsted inspection the Chair asked all governors to ensure they have read and are familiar with the competency framework document. The Chair reinforced that governors should take responsibility for their own development, and support is always available from more experienced governors. A governor suggested writing a leaflet to try to encourage new parent governors to the role.	EJ/MB leaflet
12	<u>AOB</u> It was noted that a parent had approached a governor asking to attend a FGB meeting. The standard protocol would be that the request be put in writing 2 weeks prior to the meeting, they would attend the meeting as an observer and no questions would be allowed, the meeting would be structured to avoid any confidential items. A governor had been approached by a parent regarding the new ‘Nessy’ intervention. She had bought a new tablet for her child to be able to take part, would the school loan Ipads to families that don’t have them AT said there is a lunch club available to children who may not access to IT equipment and it should not be necessary for parents to have to buy additional equipment. The Chair read out a letter that he was proposing to send to Miss Harding . Meeting ended at 7.50 pm Signed.....	

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