

Burton C of E Primary
Minutes of CPPC Meeting
Held at the school
FGB
5th December 2018

Governors present:

Alison Timmngs AT
 Georgie Bethune GB
 Di Wilkinson DWi
 Patrick Mann PM
 Melanie Browning MB

Danielle Jeffries DJ
 Adrian Ryder AR
 Erica Johnstone EJ arrived at 6.10pm
 Michael Ponchaud MP

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey – Apologies accepted	
2	<u>Minutes from Previous Meeting/Matters Arising</u> ARy reminded governors to confirm they have read the latest Keeping Children Safe in Education. PPremium walk will take place on Monday 17 th . HW review still to take place. Learning walk template from The Key . Minutes signed as true.	H/W review Template from the Key for L/W.
3	<u>CPPC</u> ARy gave an overview of the recent CPPC meeting. The in-year progress is encouraging and he highlighted the importance of evidence to show this. LG has been in to school and ARy asked governors to ensure they have read the report. JB has also been into school the main purpose of this was to look at data. The Single Central Register will now be checked before every CPPC meeting as part of the governors safeguarding checks. Pupil Governor meeting's will take place ½ termly. DWi has now carried out a Maths Walk and EYFS walk with very positive feedback. The Maths walk report will be shared at the next CPPC.	Maths walk report from DWi at next CPPC
4	<u>FEPC</u> MP gave an overview of the recent FEPC meeting. Finance governors agreed to forward Outturn to County based on 45 pupils. Pastoral Support worker position has now been filled. Quotes have been received and approved for replacement of fencing and gates at the front entrance of the school, running track together with additional IPADS with covers. Quotes received for lockers for the KS2 corridors awaiting other work to be carried out before going ahead. Health & Safety walk has now taken place.	

5	<u>Foundation Report</u> GB, DJ, NL and DWi will be meeting on Monday 10th report to follow at next FGB.	
6	<u>Headteachers Report</u> AT ran through the latest Headteachers report. Currently there are 340 Pupils on role, 2 pupils have moved school due to distance and an additional 2 pupils have joined us. CD is now offering additional 'booster' support in year 4/5, allowing the larger classes to be split into smaller groups. Feedback from teachers is that this has been positive – especially for those currently working below expectations. HR is working an additional afternoon in year 6 giving support for SPAG and applying this in writing. COS is now SENCO 4 days a week, with the intention of dropping to 3 days once the Pastoral Support role is established depending on the need of the children. AR is now working 3 ½ days in year 4 with CD covering the additional 1 ½ for planning and leadership time. L/Sups – still one on long term sick due to a second fracture. Subject leads have recently attended the Dorset Assessment conference and delivered whole school training at the recent Inset Day. Jennie Fellows has been in to work with SS and JK as Maths leaders, they have discussed the focus and direction of Maths within school and how this links with the SDP. The governor link for Maths confirmed this has already been discussed during the recent Math learning walk. BCP will now be responsible for moderation all Yr 2 and Yr 6 teachers will attend free moderation sessions and training. RH has applied to become a moderator. A governor asked how much moderation they will be expected to do? AT replied she would send over the information sheets. All performance management reviews and lesson observation's have now taken place and targets set. All lessons that were observed where at least 'good'. AT updated governors on 'CPOMS' ,Child Protection Online Monitoring System. All staff now have log in's and the system is up and running. AT informed the governors that the system allows for monitoring of behaviour and SEN as well as SG and allows all details to be kept centrally. A governor asked if the new system will add additional work for staff and has appropriate training been received? There is a time element involved however staff would have to write a concern down on paper. The additional time involved is more to do with the log on process and a code needed to access the site. AT went on to say that teaching staff and TA's have different access permissions, the system allows teacher's to view all information (except Safeguarding – without permission from DSL) pupils in their class, TA's can only view what they have	

	reported. The system allows for much better communication and information sharing across the school. A governor commented that Ofsted would look at the SG report and the new system would demonstrate inter agency working or in house communication. All governors were in agreement the system was a good investment. Termly reports will be trialled this year to keep parents regularly informed of their child's progress and to reduce the teachers work load in the summer term. AT shared the format of the previous reports along with the new format, showing a shorter more focussed report to include a grid to show current attainment alongside attainments for the end of the previous year, where the child is now along with national expectation. A page with ideas of how parents can support their child's learning. The reports will go out in the Autumn, Spring and Summer terms, the Summer term report will have a grid for additional information about all subjects where as the others focus on English and Maths. A governor asked how this will reduce workload. Initially the reports may take longer but once the system is established it should save time in the long run. Staff being allocated additional time to meet the deadline. A governor suggested the reports need to be in 'normal language' and asked if they could be proof read to 'iron out' any issues. AT replied this would be difficult as the reports will go out next week. A governor asked how the success will be measured? AT replied that feedback from the parent questionnaires and staff feedback at the end of the year should provide evidence of success. AT talked about attendance 33 children currently have attendance below 90%, 16 children's attendance have improved since October and 3 attendance has dropped: one has ongoing health problems, one has been asked to attend a meeting with the HT and advice is being sought from County with regards to the third. 27 families were contacted in October with attendance below 90% by the end of Nov, 23 had shown an increase in attendance % with 7 of these now being above 90%.	
7	<u>Feedback from BCP Funding Consultation</u> AT gave feedback from the recent Funding Consultation meeting that she attended with MP. The main issue being amalgamated BCP funding, schools are being asked to contribute to the deficit of the High Needs Block (approx. £5.7 million) that has resulted from changes to the SEND code of practice: increased cost of ECHP's and provision for excluded pupils. Schools are being asked to contribute to the shortfall from their budgets and a number of scenarios have been put forward: 3% from school budget would look like approx. £33,000: 1.5% would like approx. £11,000 and 0.5% would like approx. £3000, County are ideally looking at 1.5% from schools.	

	A governor asked as the majority of schools in Bournemouth and Poole are Multi Academy Trusts would the impact be the same for them? AT replied that all schools would be treated the same. She went on to say that the Further Education sector currently don't have to fund the first £6000, for ECHP's (unlike other schools), this comes entirely from the High Needs Block. (HNB) A governor asked if these objections are being voiced strongly? AT replied that she is seeking clarification for some of the questions and the feedback from most schools was that the most that would be offered would be 0.5% and no higher and schools that would be put under the minimum funding formula should not participate. A governor said the action proposed will not solve the issue and suggested writing to parents to inform them of the impact this could have on schools budgets. The governors agreed there would be no contribution offered at this stage and this would be fed back to Schools Forum. AT informed Governors that regardless of how the Shadow Schools Forum voted it is likely the LA would apply to the Secretary of State for Education to approve a transfer from schools funding to the HNB.	
8	<u>AOB</u> Dates given out for upcoming courses being held here, 21/1/19 Welcome to Governance: 4/2/19 Learning Walks and Financial Planning TBC. Lettings Policy was agreed. ARy put to governors that he would like to start Performance Reviews for the Chair as this will help with succession planning and would seem to be 'best practice' DWi has offered to come in to school to carry out a mock Ofsted in the early part of next year. Meeting ended at 7.10 pm Signed..... Date.....	