

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
8th October 2018
6:00pm

Governors present:

Alison Timmings AT
 Georgie Bethune GB
 Adrian Ryder ARy

Melanie Browning
 Michael Ponchaud MP
 Danielle Jeffries DJ

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey - Apologies accepted Erica Johnstone - Apologies accepted Di Wilkinson - Apologies accepted Patrick Mann - No apologies given	
2	<u>Minutes & Matters Arising</u> No matters arising and minutes signed as true.	
3	<u>CPPC</u> ARy gave FGB a brief report on the previous CPPC and confirmed that all governors should now be receiving minutes from each sub-committee. Data was disappointing with middle achievers not achieving in year 6. Year 2 phonics screening not met and the school needs to refocus. He reported that AR gave her SEN report and this highlighted that we are above national average for SEND. He went on to say that we have a gap in pastoral support at present and writing will be a key area for the school to look at.	
4	<u>FBEP</u> MP ran through the previous finance minutes highlighting where future expenditure would go. He talked about AT's staff wish list and confirmed that governors had agreed to an additional TA in year 3 in the afternoons and additional teacher to run booster sessions for year 4,5 and 6. The Health and safety policy was agreed.	
5	<u>Foundation Report</u> Nothing to report. The foundation governor confirmed that she is actively trying to 'recruit' an additional foundation governor.	
6	<u>Headteacher Report</u> AT ran thorough the HT report. She reported the on roll figures and compared them to last year, she pointed out that she had separated PP children and SEN children and highlighted that 14 children were PP and SEN which equals 4% of the school. 46 children have started in reception with one child 'back yearred'. All children are now full time.	

	1 child left year 1 this term to move to another more local school, 4 children have joined year 1. Year 2, 2 children left at the end of last term with one space being filled immediately, one space still left. Year 3 has one space with one of two siblings joining us after half term, the other sibling will be joining year 1. Both children have SEND needs. Year 4 , one child has left and won't be replaced due to the size of the class, year 5 is also full and year 6 has 3 spaces. AT went on to say that there are currently 2 LAC children within school, 1 adopted and 2 post looked after children as well as 1 service child. SC is the designated LAC teacher. LD will be returning in Feb part time to job share with AR in year 4. The part time temp teachers contract will now be made permanent. COS has settled in to the SENDCO role and has met with the parents and attended numerous courses. KS has taken on some Pastoral support in KS1 and is currently completing ELSA training. KSi provides ELSA support in KS2. CD will be undertaking additional training to support SALT and provide in house expertise. Performance management for all teaching staff will be taking place over the next few weeks. AR is continuing to attend a PP network group to improve outcomes for this group. Inset days had been approved by governors previously and AT ran through what training would be taking place. Safeguarding training has now been given to staff, AT will meet with volunteers next week. Lynne Gaudreau has spent time in school and reflected on the recent data, the focus of her visit was to identify key areas to address to enable the school to provide evidence of 'good' progress and attainment going forward. A number of trips have taken place this term to link in with literacy topics and Harvest festival was well attended by parents in school and at St Lukes. MMe has now been rolled out across the school with 93% take up. A governor asked whether the other 7% will be targeted to make it 100%. AT replied that Mrs K is very proactive in encouraging parents to sign up and use the app. AT shared the data that already been shared at CPPC. A governor asked if there was any way of comparing the data with Bournemouth and Poole. AT replied that it is more useful to compare the data to national figures. AT spoke about the year 2 data and if the 11 new children that had joined part way through the year were removed from the data the results would be in line with national figures. A governor asked what we are doing to ensure the 11 children are also achieving. AT replied that year 3 are very aware of the specific needs the children have including	
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	those 11 and all under achieving pupils have been highlighted at pupil progress meetings. A governor asked what are we doing to stretch the middle and higher achievers in year 3 so we don't get caught out again. The governor commented that the homework seemed simplistic and highlighted other areas that may cause problems in class such as boredom if the work is not challenging enough for some pupils. Another governor asked if there was a consequence if homework wasn't completed. AT replied that homework was encouraged through positives, in year 5 & 6 if homework isn't completed then children are asked to stay in at break to finish, she went on to say that this isn't always popular with some parents. AT went on to say that there is no evidence that homework makes a big difference in terms of academic achievement. A governor asked if the current homework structure could be reviewed to go back to spellings rather than power projects. AT replied that when children repetitively learn spelling's they can successfully pass a spelling test but still miss spell in a piece of writing, she added that children learn better if the words are put in a sentence. A governor commented that the perception amongst parents is perhaps that homework gives a desired result and perhaps it could be revisited to get some sort of balance to allow parents to choose if they want their child to do more. AT said it would need to be manageable from a staff point of view, and many parents are supportive however there are also many parents who are not interested. A governor said it would be helpful to let parents know what their children are working on. AT continued to run through the report, pupil progress meetings have taken place last week and targets have been set to ensure children catch up. Attendance this year is 96.9% compared to 95.4% this time last year. A governor asked whether a reminder letter would be sent to parents informing them of the dates for SAT test and would advise of a fine if children taken on holiday that week. AT confirmed that a letter had already gone out at the end of last term. A governor asked that parents be informed within plenty of time for next years residential to allow them to budget for it. AT replied that they were currently looking into going further afield for next year's residential and would possibly look at year 4 going to Avon Tyrell for a shorter stay. Governors were in agreement that this was a good idea.	H/W review
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7	<u>Budget Update</u> AT confirmed that there was nothing to update as it had all been covered in the FBEP report.	
8	<u>SDP update</u> AT talked through the SDP and highlighted the headline areas for the whole school development. She went on to say that a key priority was to rapidly improve standards in terms of Pupil Progress and attainment. She highlighted in red areas where governors could be involved and informed governors that each term the SLT will meet to discuss progress and tweak/add as needed. AT suggested governors read through the document and email her any questions they may have. A governor asked would the SDP be discussed with JB. AT replied that both Jackie Broomfield and Lynne Gaudreau will see the document. A governor commented that a timetable for the weekly moderation sessions would be useful for governors and also commented on the importance of the SEND governor coming regularly as there is such a high focus on PP. The governor went on to say that it is useful for staff to know in advance what will be discussed and a record needs to be kept of visits to show as evidence.	Gov to read through SDP. NL to arrange meeting with AR . Template form for visits to be looked in to (The Key) ARy.
9	<u>Policies</u> Teachers pay policy as previously discussed at Finance. Agreed by all Support Staff Pay Policy as no changes made and a stat policy Agreed by all Child Protection Policy Agreed by all.	Governors to read keeping children safe in education part 1 & 2.
8	<u>AOB</u> The chair asked governors to confirm when they had read part 1 and 2 of Keeping Children Safe in Education and encouraged governors to arrange meetings with staff. Meeting ended at 7.20 Signed.....	

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