

**Burton C of E Primary
Minutes of CPPC/FGB Meeting**

**30th November 22
6:00pm**

Governors present

Alison Timmings AT
Melanie Browning MB
Emma Castro EC
Graham Taylor GT

Amanda Hibbert AH
Andrew Carre AC
Chrissy Eccles CE
Anna Petrucz AP

Item Number	Subject	Action
1	<u>Apologies</u> Kara Whitehall Di Wilkinson Apologies accepted	
2	<u>Minutes from previous meeting/matter arising</u> Welcome and introduction to Anna Petrucz. Template for gov visits to be forwarded to new governors. Minutes agreed and signed	Clerk to forward to template to new governors.
3	<u>Headteachers Report (including safeguarding) see attached</u> Pupil Numbers – 326 on roll with Pan's of 45 in year 1,2,3 and just slightly over in year 4, 5 and 6 have Pan's of 60. Year R currently have a Pan of 60 until the end of July 2023, reception intake will then reduce to 45. AT shared information regarding Place planning. A governor asked whether the LA distribute places evenly across the local schools or is this down to parental choice. AT replied that places are offered in order of preference. A governor asked if Somerford intake was as low as 19, for instance, would there be a cut off where numbers would be filled from other schools. Parents would be redirected if other schools were full , the LA would follow the order of preference stated, and any new applications may be redirected. A governor asked if we have 50 applicants in the next intake would we only be able to accept 45. AT confirmed this and the additional applicants would be redirected. A governor commented that looking at the data provided we can anticipate that numbers will be low next year.	

AT confirmed this and went on to say that Twynham governors have agreed not to increase their PAN to two form entry.

Safeguarding - AT updated governors on safeguarding and updated governors on referrals made to MASH together with PPN notifications.

AT and MH have met to look at the Safeguarding audit, the full audit will need to be completed and action plan devised for governors.

Staff Update – We have now filled the two lunchtime supervisor vacancies, Miss Bennett and Mrs Payne will job share the week with an additional day crossover on a Friday, Mrs Haynes will be working every day, all references and DBS checks have been made.

Miss Simmonds (HS) was the successful applicant after the second round of advertising for the 1:1 position, HS has experience and qualifications for working with children with SEN, the support from learning to live has now stopped.

A governor asked how the child has adjusted to the change
AT confirmed he has adjusted well, we are looking to extending his time in school gradually.

A governor asked if HS is receiving adequate breaks due to the nature and intensity of the role.

AT confirmed there are a number of other staff that step in to ensure HS receives breaks.

Inset Days – 3 days have already been taken with a further 2 to follow. The 9th Jan inset day focus has been amended to concentrate on Curriculum.

Teaching and Learning – AT ran through the SDP priorities.

A governor asked where do Ofsted focus with regards to reading.
AT responded by saying they look at the lowest 20% of readers, they want to ensure the challenge is there overall.

A governor asked with reference to MFL, why do we teach Spanish.

AT replied that Spanish is more widely used generally and we have the expertise amongst staff.

A governor asked if there is a requirement for staff to be proficient in a language.

AT replied that it is a requirement in primary schools to teach a modern foreign language.

Peer Review (sent to governors) – Headteachers from Somerford Primary and Mudeford Infants school have been to carry out a peer review, they spent the whole day talking to staff and pupils about their learning.

A governor asked if we visit other schools.

AT confirmed we do as we are part of the Christchurch learning

	partnership. A governor asked if the HT's looked at the SDP. AT replied that it was discussed, Somerford have had a recent Ofsted inspection, the HT spent time looking at the school website which proved to be a worthwhile exercise. A governor asked when we thought Ofsted would visit again. AT replied it could be at some point during the Spring term, it would be a full inspection with more inspectors over 2 days. Alison updated governors on parental feedback regarding the before school playtime that has been offered to KS2 children, on the whole feedback was positive. A governor asked if this has helped with lateness. AT confirmed that it had in certain cases, with the front gates being closed and parents being asked to sign their child in with a reason there has been a significant improvement. The school finance audit has taken place, report to be shared at finance meeting. AT and AC attended a diocese meeting to review Academisation, at present the diocese don't have a policy , a number of options were presented and discussed. The diocese would not consider a church school joining any MAT where the majority of directors did not support the church ethos and position. A governor asked what it means if you join a MAT. AT responded by saying it would be similar as being under the LA, it allows schools to work together to share resources, the concerns are that it can also make schools 'corporate' and the potential to loose identity. A discussion took place regarding the pros and cons of MAT's. Behaviour – No racial incidents. This term has been relatively calm – there are groups of incidents which relate to particular children, physical incidents have been dealt with firmly. Incidents are being regularly recorded on CPOMS this is very useful to build a picture and allows staff to be proactive where patterns are forming. Attendance – Attendance is slightly better than this time last year, there has been a lot of genuine illness this half term.	
4	<u>School Development Plan (SDP)</u> This was covered as part of the HT report.	
5	<u>Governor Visit/Learning Walks</u> Governor visits and reports to be sent to Clerk. The next visits should be towards the end of the Spring term. H & S governor shared his report, to be discussed further at Finance meeting on the 7th December.	H & S report to take to

		finance meeting
6	<u>Foundation update</u> The 'Open the book' team are now coming into KS1 regularly, along with 'PACE'. Worship in school is taken by the HT and Worship lead. A governor asked whether the Foundation Governors still meet. AT replied that we met regularly due to the SIAMS inspection prior to Covid, the meetings are now covered in governor meetings partly due to Rev Nigel leaving the Parish.	
7	<u>Policies</u> Pupil Premium Strategy – The strategy is a 3 year plan set up a year ago and has been updated to review the previous year (part B) and plan for the upcoming year (part A). A governor asked whether we are within the second year. AT confirmed this. Governors agreed the policy Home Learning Policy – The policy has been updated and rewritten to reflect current practice. A governor asked if this will be shared with parents. AT confirmed it will, we have tried to keep the content to the minimum, we encourage children to do home learning but also do not want to give sanctions for those that do not. AT went on to say that Reading is the most important home learning children and parents can do together. A governor asked what the government guidelines are for home learning. AT replied that there are guidelines for recommended for certain age groups these are covered in the policy. Governors agreed the policy.	PP strategy to go on school website.
8	<u>AOB</u> KS1 Nativity 1st and 2nd December Governors welcome to attend. EYFS Nativity 7th December 11am and 2pm governors welcome. Monday 5th December at 1.30pm, celebration assembly to acknowledge 120 years of Burton school. Meeting ended at 7.50 pm Signed..... Dates.....	

