

**Burton C of E Primary**  
**Minutes of FGB Meeting**  
**Held as an online Zoom meeting due to COVID 19**  
**13th July 2020**  
**6pm**

**Governors present:**

Adrian Ryder AR  
 Pat Mann PM  
 Melanie Browning MB  
 Alison Timmings AT  
 Michael Ponchaud MP  
 Danielle Jeffries DJ

Di Wilkinson DW  
 Amanda Hibbert AH

| Item Number | Subject                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Action                                            |
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| 1           | <b><u>Apologies</u></b><br>Nigel Lacey<br>Alison Roberts                                                                                                                                                                                                                                                                                                                                                                                                                            | Apologies accepted                                |
| 2           | <b><u>Business and Pecuniary Interests</u></b><br>No change                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                   |
| 3           | <b><u>Minutes and Matters Arising</u></b><br>Crib sheets for governor visits postponed due to gov visits not currently taking place.<br>Cloud link for governors.<br>Agreed minutes to be signed at a later date.<br>Budget agreed.<br>A governor asked if the neighbours had been informed of the school changes.<br>AT replied that a letter had gone out prior to 1 June return to school.<br>Minutes agreed                                                                     | Previous documents stored in gov file of outlook. |
|             | <b><u>CPPC</u></b><br>Update on numbers attending school and KW groups and year groups given.<br>Staff structure for September shared , CD will take on the role of SENDCO Support. School will be closed over the summer holidays and the key worker provision will cease from Friday.<br>A governor asked if the duty of care question has been answered by BCP?<br>AT will go back to BCP for confirmation – now confirmed as Parental/Guardian as attendance is not compulsory. |                                                   |

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| 5 | <p><b><u>FBEP</u></b></p> <p>The budget figures were discussed ,spending is at approx. 20% which is on track. Supply expenditure will be lower due to no additional supply needed during lockdown, however we have honoured supply that was booked in advance. Claims can be made to the DofE for additional cleaning costs incurred during lockdown however additional staff cover will not be covered. Sports premium was agreed by governors to go on the school website. Sports premium funding will continue into next year.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |  |
| 6 | <p><b><u>Risk Assessment for children returning to school.</u></b></p> <p>AT explained that much of this will be covered in the HT's report but went on to say that the last RA that was sent to governors was for the transition days. Much of the RA is the same , the items highlighted in green are additions to or an amendment.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 7 | <p><b><u>Headteachers Report</u></b></p> <p>AT gave a verbal overview to governors and shared a power point highlighting key points.</p> <p>333 current pupils on roll, 178 girls and 155 boys.</p> <p>PP numbers have gone up to 72.</p> <p>Children with an EHCP is now 8.</p> <p>43 pupils are due to start in reception in September with 35 leaving in year 6. 3 pupils will be moving at the end of year 2 to CJS due to their siblings attending this school, 1 pupil in year 3 will be moving to another local school and their sibling may follow.</p> <p>AT shared the class and staff structure for September which has already gone out to parents. AT went on to say TA's will be allocated to a class in the mornings but will be flexible in the afternoons to carry out interventions, due to bubble restrictions this will be within their year group as much as possible.</p> <p>AT went on to talk about what transition will be available for the reception children September. There will be a stay and play session to be held after school where parents will be invited to stay with their child, and a session where the children will come in with their reception peers, the children will have half days for the first and second week and then will hope to be full time from the 21<sup>st</sup> September.</p> <p>A governor asked if a parent is accompanying their child will we have some way of tracking them should we have a COVID outbreak?</p> <p>AT replied that we are holding this particular session after school so it limits the amount of adults that will be on site and we will have a list of which children attend which session.</p> |  |

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|  | <p>AT went on to update governors on the COVID response. 148 pupils have been coming in regularly over a number of days per week.</p> <p>32 of 35 in year 6, 39 of 50 in year 1, 30 of 42 in reception, 5 of 8 EHCP pupils and 3 of 4 pupils classed as vulnerable.</p> <p>A governor asked if there is a way the school checks the KW requests are genuine.</p> <p>AT replied that all request must have an application form completed, this is sometimes followed up by a telephone conversation, employment details are supplied. Some parents have been refused a KW place. All parents that have qualified have been allowed additional days where they were needed, there are currently 7 KW bubbles.</p> <p>AT talked about planning for September and how the school would react should there be another lockdown, generally White Rose:Oak Accademy:BBC Bitesize resources would be used to enable possible and relevant transfer over to home learning if need be.</p> <p>A governor asked are you aware of whether all our pupils have access to online learning and we need to find a way to track those that can't access rather than don't want to.</p> <p>AT replied that we would provide paper copies to some families and work and support families by online tutoring if the need arises again.</p> <p>AT talked about the 'bubble' system for Sept, 75% of parents would find it acceptable for the children to be flexibly grouped, when necessary, according to their academic needs across slightly bigger bubbles. Children will be grouped in their class bubbles with the flexibility to move between their year groups for breaktimes outside, interventions, RWI for Yr R and Y1 will be considered a 'super bubble'. Breaktimes will be staffed within class and year bubbles and timings will be flexible to suit each group, outside area will be zoned. Lunches will be eaten in classrooms with a lunch sup being designated to each class, and reduced to 45 minutes to make up for the staggered start and end of each day.</p> <p>A governor asked whether staff will receive sufficient breaks throughout the day?</p> <p>AT replied that lunch will be covered by Lunch Supervisors as there will be no hot meals this will allow for one adult per class, break times will be split amongst year groups and cover provided by staff within that group.</p> <p>AT talked about staggered drop off and pick up times.</p> <p>A governor asked with BCP potentially offering additional signage would it be clear to parents which entry/exit routes are in use around the school.</p> <p>AT confirmed it would be made clear on the information that will go out to parents this week.</p> <p>AT talked about concerns regarding before and after school care for parents due to the uncertainty around Funtastic's plans and the need to keep the children in the same bubbles.</p> <p>A governor asked when would we have some clarity on this?</p> |  |
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|   | <p>AT replied that we are still waiting to hear, we are keeping a record of parents that are enquiring and we are looking into whether we could provide an hour after school care for parents on the school site run by school staff.</p> <p>A governor asked whether we have put this out to staff ?</p> <p>AT confirmed that this has gone out to gauge staff interest.</p> <p>AT finished her report by saying the first few weeks back in school will be focusing on enabling the children to feel safe , building relationships , allowing time for transition and engaging them and providing them with a sense of enjoyment so they want to come to school all linking in with the Burton Code and our core Christian values.</p> <p>A governor commented that is was an excellent approach and building on social interactions is a great idea.</p> <p>A governor commented that the power point was a useful summary of the Risk Assesment.</p>                                                                                                                                                                                                                                                                                                                                                         |  |
| 8 | <p><b><u>Feedback from Parent Questionnaire (attached)</u></b></p> <p>AT provided governors with feedback from the recent parent questionnaire that had gone out via Survey Monkey. Some questions have been removed and some added as it was felt parents feedback would be based on the last few months of lockdown.</p> <p>104 parents took part in the survey.</p> <p>AT said the survey had been useful in terms of making decisions for September and the overall outcome of the survey had been fairly positive. Overview of responses to be attached.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |  |
| 7 | <p><b><u>AOB</u></b></p> <p>Governors agreed the first meeting of the next academic year will be 14<sup>th</sup> September, this will be to elect chair/vice chair and set committees, meetings will continue via Zoom.</p> <p>A governor asked what is the situation with Ofsted visits in light of the current situation?</p> <p>AT replied that there will be no visits until the Spring term.</p> <p>A governor commented that they had checked in with the PSW to check how staff are managing during the current situation, and in particular the PSW due to a changing workload and increased pressures. A governor asked who looks out for the PSW.</p> <p>AT replied that she has supervision and support from PACE, and she has a very close working relationship with the SENDCO.</p> <p>MP gave his resignation for his position as vice chair due to his increased workload .</p> <p>The chair thanked him for his contribution to the governing board and went on to ask governors if they could think of anyone who would be interested in taking on the governor role, ideally someone with a business/finance background. The staff governor suggested sending out a message to all staff for parent recommendations.</p> <p>The meeting ended with governors thanking AT and the staff for</p> |  |

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|  | <p>their hard work over the last year and particularly in light of the recent COVID19 Pandemic.</p> <p>Meeting ended at 7.25pm</p> <p>Signed.....</p> <p>Date.....</p> |  |
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