

**Burton C of E Primary
Minutes of FGB Meeting
Held at the school**

10th February 2020

Governors present:

Alison Timmngs AT
Adrian Ryder AR
Di Wilkinson DWi
Amanda Hibbert AH
Patrick Mann PM

Danielle Jeffries DJ
Michael Ponchaud MP
Erica Johnstone EJ arrived at 6.15
Melanie Browning MB

In attendance:

Julia Kolbucaj left at 6.50pm

Item Number	Subject	Action
1	<u>Apologies</u> Nigel Lacey – Apologies accepted	
2	<u>Staff Visit – JK ICT</u> JK gave an overview of ICT in school and gave the analogy of Formula One- Information Tech is about driving the car and winning the race, digital literacy is about driving it safely and according to the rules and computer science is about what is under the bonnet and how to make it work efficiently. JK went on to explain the expectations of the new national curriculum for computing and that aims to ensure all pupils: Can understand and apply the fundamental principles and concepts of computer science, including abstraction, logic and data representation. Can analyse problems in computational terms and have repeated practical experience of writing computer programmes in order to solve such problems. Can evaluate and apply information technology, including new or unfamiliar technologies, analytically to solve problems. Are responsible , competent, confident and creative users of information and communication technology. By the end of each key stage pupils are expected to know, apply and understand the matters, skills and processes specified in the relevant programme of study. JK went on to talk about the different programmes that are used in each Key stage and showed examples of the children's work from EYFS to year 6 producing and editing a short film which is linked in with their English topic. A governor asked how we ensure PP children have the same	

	availability to the devices to enable homework tasks to be completed. JK replied that staff are very aware of which children can't access devices at home and time is set aside for use of the IPADS , IT homework is only set in KS2 and can be set by ability. A governor asked how does implementation works for SEND children? JK responded that levels are set and progression of skills is available to staff, she went on to say that staff training has helped and children work in small groups to encourage working together, children with more knowledge tend to guide the less able children . A governor asked if any work is done with voice control? JK replied that J2E has more options available and it is something we will be working towards. They can currently work with voice recordings in a number of ways. A governor asked if there was anything that is 'self-driven' for children that may want to do more, thinking about the more able children. JK replied that SCRATCH can be used by the children to progress at their own pace. JK went on to say that as a school we are short of laptops for the children to use specifically for word processing as at present we don't have enough for a full class. A governor asked if cheaper laptops could be used as we are now 'cloud based'? JK responded that yes we could, the existing laptops are being cleared, and the children need the laptops to be able to type as this is more difficult using an IPAD. JK spoke about safer internet day on 11/02/20 and encouraged governors to take part in the online training. PM, ARy and AH volunteered to undertake the training. JK left the meeting at 6.50 pm	
3	<u>Business & Pecuniary Interests</u> No change	
4	<u>Minutes & Matters Arising</u> Science overview given by Science lead. AT to complete 'crib sheets' for governor learning walks – AT has started this but it is proving a larger task than expected and she is still working on them. EJ/MB worship has now been attended and report given. Articles of Government to be discussed in item 12 of agenda. ARy reminded governors that any apologies need to be sent in a timely manner due to staff visits.	Crib Sheets to complete AT

5	<u>CPPC</u> Pupil progress data was discussed and year 3 were highlighted for good progress partly due to the Read, Write Inc scheme. Pupil Questionnaire feedback was given and it was highlighted that the wording for some of the questions should be amended as some of the questions were misinterpreted by the children. Governor learning walks to be arranged with BJ and AR to focus on PP and SEND. Positive feedback was received from NL after observing the Pastoral Support Worker during a visit for the recent SIAMS inspection.	SEND walk arranged for 27/2.
6	<u>FEPC</u> The school is approx. 83% through the school year and the budget is largely on track, a number of cost codes are showing over and there needs to be some movement from subject headers into supply as subject leads are using some of their budget to cover time out of class to support their role. School trips are showing over partly due to parental contribution , a factor that has been made more difficult by the problems experienced with Agora. Governors would like to see the 3/4 trial for payment instalments throughout the year continue and feel it may be more successful once Arbor is available for parents to use for payment. Quotes have been received for relaying of slabs outside of year 2, governors requested further quotes to compare as the figures seemed high, it was suggested to put the info out to parents. Fire risk assessment has now been carried out and a number of action points raised, fire doors with keys to be replaced with thumb locks and additional signage needed to make exit routes clearer in some parts of the school.	
7	<u>Foundation Report – SIAMS Inspection feedback</u> AT thanked governors for their involvement in the recent SIAMS inspection. AT felt the report was a lovely reflection of the schools visions and values and these came through from staff, pupils, parents and governors. The report highlighted the impact of the PSW role and praised DJ for the worship policy, it was highlighted by the inspector as one of the best ones she had read and AT thanked DJ for her hard work in implementing this.	
8	<u>Headteacher Report</u> AT ran through the HT's report, she highlighted an addition to the report in terms of children that have left the school. This was raised at a recent Safeguarding Forum and evidence will be required of 'off rolling' this would need to include the letters from the parents. AT went on to say there are 3 children still on roll at present that have moved out of area, once we have confirmation of their attendance at the next school we can 'off roll' them. A governor asked if this affects the schools attendance data?	

	AT replied that it does temporarily, but once we establish where the children are the date of leaving will be back dated. AT went on to say that CPOMS allows for referrals to be tracked and reminders are set to track follow ups. AT and BJ have taken part in a peer review for SEND provision which involved a morning conversation in school and taking part in HT and SENDCO focus groups, the outcome of the review will influence the decisions and action planning process for BCP SEND provision. A governor asked if the schools participation in this is due to a reflection of the view BCP have of the school. AT replied it possibly could be , the SENDCO is very familiar with the way SEND operates in BCP as she previously worked in a Bournemouth school, she brings lots of contacts with her to the role here. Arbor is now set up and ready to roll out to the whole school. A governor asked if Arbor efficiencies have saved staff time in terms of attendance , reports and extracting data. AT replied that Arbor is now set up and ready for end of term assessments, attendance data is more straight forward to extract and is saving KW time in producing attendance letters. Information for the HT report is now set up as a report so will update automatically for subsequent reports. A governor queried the number of incidents on page 4 of the HT report and highlighted that 130 incidents reported seemed high for January and February? AT replied the incidents are behaviour related but could include a conversation had with a parent regarding anxious behaviour or SEND behaviour . A governor asked if it seems higher because staff are using the behaviour ladder and reporting is more thorough? AT confirmed that it is partly due to this. A governor asked why behaviour reporting seems to increase at lunchtime? AT replied that is when the majority of incidents take place due to unstructured play. AT went on to say that the STARS course that staff have recently attended looks at behaviour from a different perspective and 'challenging' behaviour can often be linked to wellbeing and mental health. AT went on to say that participating in the STARS course has had an impact on the supply budget however she felt the ethos behind the training underpins the ethos of the school and training will be fed back to all staff.	
9	<u>SDP</u> AT sent governors the SDP which included the review from December in terms of where we are and the next steps. A governor asked whether governor documents could be stored on a cloud based system to enable governors to access documents as they are updated. AT replied that she would look into this.	Cloud for document's to

	A governor commented that governors should be monitoring what staff are monitoring and the recent SIAMs report highlighted that governors monitoring needs to include more governor walks. A governor asked whether the HT felt they would 'cover off' the next steps on the SDP? AT replied no as there was so much on there. A governor asked whether the HT felt they were over ambitious with the SDP? AT replied yes she felt it probably was , and she is trying to focus down to the important areas.	be held for govs.
10	<u>School Curriculum Vision/Intent</u> AT revisited the schools Vision/Intent which had been discussed at a previous FGB meeting, she felt it needed to be reflected on as it embraces what the school is about and where we are going. A governor asked is there anything in particular you wanted governors to look at? AT replied the document was a condensed version and gives governors a focus point if questioned on the contents. A governor asked would this go on the school website. AT replied that she was unsure it would need to go on the school website as our school Christian Values and Learning Policy are already there, we don't want to 'overload' it.	
11	<u>Articles of Government</u> The Chair ran through the schools existing Articles of Governance and pointed out the difficulty the school has in recruiting Parent Governors. At present we have 1 vacancy for a parent governor and 1 vacancy for a local authority governor, due to DW moving to become a foundation governor, the Chair would like to open this up to make it easier for volunteers from the local community to become governors if they have an interest in the school but are not necessarily parents, he went on to say there are governor websites available with professional's who are keen to bring their skills set to schools. A governor suggested that parents would need to be aware that this happening as we need to give parents the option to join the board if we have vacancies. Governors were all in agreement.	
12	<u>Policies</u> None	
13	<u>Competency Framework</u> The Chair highlighted to governors the importance of reading this as it is a useful document in terms of the DofE expectations for governors.	Clerk to send link to governors.

14	<u>AOB</u> AT produced the inset days for 2020/21 Thurs 3rd Sept 2020 – First Aid training/SG/H&S/Fire Training Fri 4th Sept 2020 - Planning Fri 23rd Oct – ASD Tier 2 training Fri 12th Feb – Cluster moderation Fri 23rd July – Possibly disaggregated to 3 twilights Governors agreed the dates seemed reasonable and agreed them. AR/DW recently attended a Diocese briefing covering children’s well being and Sex and Relationships. A governor suggested we may need to review our policy. AT replied that the policy is in date as it is a Jigsaw model policy from March 2019 and reflects the diocese position. AT will ask SC to check as Jigsaw will update in the light of the new legislation, it is not thought that the new requirements will differ greatly from the current jigsaw scheme. A governor reported that from the recent staff well being questionnaires it was highlighted the staff toilets could do with a ‘revamp’ and she has two volunteers that have come forward to repaint them. AT gave governors a document with questions/answers they may be asked in relation to KCSIE . Meeting ended at 8.05 pm Signed..... Date.....	Electronic copy to be sent to gobs.