

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
2nd December 2019
6:00pm

Governors present:

Alison Timmings AT

Melanie Browning MB

Michael Ponchaud MP left 6.55 pm Patrick Mann PM

Adrian Ryder ARy

Amanda Hibbert AH

In attendance: Jules Otton left 6.35 pm

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson - Apologies accepted Erica Johnstone – Apologies accepted Nigel Lacey – Apologies accepted	
2	<u>Science Overview – Jules Otton</u> JO gave governors an overview of how Science works in school. She explained that children carry out quick and easy experiments and followed the Who, What, Where and Why format to provide key information about Science at Burton. JO went on to say that the school is part of a Science Cluster group with other local schools, as part of the cluster group the group received a £5000 bursary from the Science Teaching Trust, this paid for the Science Show that came in to school for years 2 – 6. A governor asked what was it about the application that made us successful? JO responded that the cluster group have a very strong leader that is the figurehead that schools follow. She is involved with agencies that are relevant to science and help to develop our subject within our school and share ideas with other schools. JO went on to talk about all the other workshops that have been in to school this term and spoke about the What, Where, When, Why and How. She spoke about wanting to use the outside area more in lessons and will try to put a lesson outside per half term. Ks1 have science leaders from year 6 come in to help them with their learning. A governor asked that when speaking to the DT lead at a previous governors meeting they thought the children wouldn't necessary know that they were learning DT, would the children know that they are following science? JO responded that the children in KS1 definitely would as the lesson is introduced as Science with a ks2 science	

	lead to help them. A governor asked if any time in lessons is devoted to preparing for the science fayre? AT replied that time is not set in class as the fayre is classed as a home learning challenge. A governor commented that disadvantaged children may have an interest in this but may not have the support at home, it would be interesting to look at the take up for PP children . A governor asked in relation to the SDP and view on outcomes does science cross into that? JO replied that as a core subject there is not so much freedom for teaching science as it is led by the national curriculum, science supports other subjects and the evidence is clear throughout school. A governor asked if science was always treated as a core subject? JO replied that so much emphasis is put on English and Maths, teaching in the morning is very 'heavy' with Read, Write Inc and Maths, science topics are beginning to link well with guided reading and writing. The Chair thanked JO for coming in and explained due to the number of governors it has been difficult to have a link governor for science and her visit and previous staff visits give governors an insight into the good work that is being done.	
3	<u>Business & Pecuniary Interests</u> None Declared	
4	<u>Minutes & Matters Arising</u> KCSIE a couple of governors still need to confirm they have read it, a reminder email will go out. Foundation Gov meeting has now taken place. EJ will come in to talk to staff on 4th December. SAFSO finance visit has taken place. Code of conduct to review and sign off (see section 10) A governor to attend worship and report back.	To action observe worship EJ/MB
5	<u>CPPC</u> Staff visit for DT and Art. Teaching Assessments have been reduced from 6 per year to 3 per year to bring us in line with national guidance. SCR checked and up to date. AT to provide 'crib' sheets for governors to use during learning walks to help develop questioning. Collective worship policy was approved. EJ to give a mental health awareness talk to staff.	AT Crib sheets for learning walks.
6	<u>FBEP</u> H & S walk taken place and fire risk assessment still	

	outstanding. A visit has been arranged with BCP to survey the playground flooding issue. LT maternity leave will start on the 6th December, cover from MB . Clerk to look in to Terms of Reference and report back to governors. Budget broadly in line with where we should be at this point in the year. Hot water heater to be installed in EYFS.	
7	<u>Foundation Report</u> NL,DJ,AT and RMC met to look at various policies. They also spent time looking at the SIAMS self evaluation document . A governor asked if the items that needed reviewing in the spirituality policy had been? AT confirmed they had, and the policy was ready for approval.	
8	<u>Headteacher Report</u> The HT report had been sent out and AT asked if governors have read it and if they had any questions. A governor asked how staff are adjusting to the MIS system Arbor? AT replied that it isn't used heavily by teaching staff at present, however the registers are simple to take. The attendance data is a lot easier to extract and AT is still working on setting up the assessment part of Arbor. A governor asked how the Year 6 trip to Kingswood went down and where staff happy with the new venue. AT replied that the activities kept the children busy throughout the day, previously at Avon Tyrell there had been gaps during the day where children had to amuse themselves. On one of the evening's the centre experienced a power cut and staff were impressed at how well the centre dealt with it. AT went on to say that year 4 enjoyed Avon Tyrell and it is perhaps better suited to a shorter stay. AT talked about the visit that had taken place with Susan Watts from BCP and produced the report, she agreed that our school priorities were appropriate given our data and has subsequently been in to carry out a 'deep dive' into reading. During a walk around the school it was noted in one class a pupil could not read all of the text given to the class during a history lesson and he did not understand some of the language in it, it was highlighted that leaders will need to ensure that this is an isolated incident and not common throughout the school as this would be picked up by Ofsted.	

	A governor suggested a targeted walk by governors to establish evidence that children can work independently. AT shared the Pastoral Support Report with governors. The report highlighted the work that is done by the PSW and talked about other agencies that involved with school, the report broke down the number of sessions that are run with children each week and other challenges that some children face day to day. AT went on to say that we need have evidence to show the impact the role has on the school community. A governor commented that this could be a challenge as some of the areas and families that are dealt with by the PSW wouldn't necessary be able to provide feedback. They went on to say it is an interesting report and a difficult thing to measure.	
9	<u>Instrument of Governance</u> This item to be taken to next FGB meeting due to the low number of governors at this meeting.	Take to FGB
10	<u>Policies</u> Child Protection Policy – as discussed all changes highlighted in green had been added and the final version with the amendments had gone out to governors. Code of conduct – In light of recent finance audit AT highlighted to governors the section relating to gifts and hospitality on page 5/6. Spirituality Policy – this had previously been discussed at CPPC and governors had asked for the cultural development section to be expanded. The new version has gone out to governors. A governor highlighted that it was an important item to 'call out' as a widely white, Christian school and this should be taken in to account. All policies agreed by governors.	
11	<u>Governor Visits</u> The Chair highlighted that we are moving away from link governors for specific subjects, PP and SEND will still continue. A link has been sent out to governors with a template taken from The Key to assist with governor visits, and the chair went on to say that a visit would be arranged in the new year for governors to come in to school 'on mass'. PM attended the recent remembrance service at St Lukes church and gave a report.	
12	<u>AOB</u> AT asked governors to be mindful of the time scale when	

	sending apologies asked for enough time to rearrange staff visit if governor numbers are low for a particular meeting. Governors to be booked on to the 'Being Ofsted Ready' course on the 13th January, or BCP led Governor Ofsted training on 22nd. A skills audit matrix has gone out to governors to complete together with a welcome to governance link for governors to read. Meeting ended at 8.10pm Signed..... Date.....	Clerk to book
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