

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
14th October 2019
6:00pm

Governors present:

Alison Timmings AT
Michael Ponchaud MP
Adrian Ryder ARy
Danielle Jeffries DJ

Melanie Browning MB
Patrick Mann PM
Nigel Lacey NL
Erica Johnstone EJ arrived at 6.10pm

In attendance: Alison Roberts
Lucy Denslow Left at 6.10 pm

Item Number	Subject	Action
1	<u>Apologies</u> Di Wilkinson - Apologies accepted	
2	<u>Modern Foreign Language – Curriculum Point of View</u> Lucy Denslow gave an overview to governors of how Modern Foreign Language is taught in school. French was taught previously, however as there was no expert in school Spanish has been taken on instead as it easier to learn and links in better with phonics. The school has bought into a language scheme which is designed to be used by non-specialists of the subject, ideally it should be taught for an hour a week as part of the KS2 curriculum, however the lessons are more like 45 minutes and staff try to 'drip feed' in other ways throughout the school day, such as taking the register and giving simple instructions. Pupils are given a language portfolio in year 3 which they take through to year 6 . Each classroom has a language wall which enables ongoing learning so all adults working in the class can refer to and follow up, children with EAL can add words to the wall to celebrate all languages. LD went on to talk about the recent European Language day that was held in school. All children had a passport, each classroom was a country offering traditional activities linked to the particular country. A governor asked have staff reacted positively to the new scheme? Yes, very favourable feedback. A governor asked are there opportunities within the programme to link in with other areas? Links in well with literacy and maths, shape words fit in nicely and link. A governor asked if the children that have moved over from French have they taken well to the new language? French links further up the school and children are recognising the similarity in the language.	

2	<u>Business & Pecuniary Interests</u> None Declared	
3	<u>Minutes & Matters Arising</u> Separated parents policy paragraph to be added by AT- Check Minutes agreed and signed.	
4	<u>CPPC</u> ARy gave a brief run through of the latest CPPC. SS came in to report back on RWInc. National data comparison showed challenging areas in year 3 maths, writing for boys and maths for girls. Staff update EC now teaching year 3 as an NQT, CD fixed contract for 1 year in year 4, AM has completed her HLTA training. MB covering pm's in EYFS. Parental feedback questionnaires were discussed with some very positive feedback , any negative feedback is already being addressed. ARy highlighted governors need to read the latest version of KCSIE part 1 and 2 and confirm to the clerk when they have done so.	Chase confirmation : received from NL ARy PM
5	<u>FBEP</u> MP gave a brief overview of the latest FBEP. Hot water heater still outstanding in EYFS. H & S walk now booked in for 23th October. Outturn figures show a difference for T/Staff and Support Staff which is requiring further investigation. The broadband has improved, TREND central heating control system is being replaced in half term. Governors agreed a 2.75% pay increase across the board for Teachers pay based on recommendation from County. Governors agreed HT spending allowance as £2000.00 Governors agreed to delegate key finances to AT.	
6	<u>Foundation Report</u> Foundation governors to agree a meeting time. Harvest Festival assembly received very positive feedback. Afternoons are proving difficult for the 'Open the Book' assemblies in terms of people coming in to take part. St Lukes is looking forward to welcoming the children in for The Remembrance Service and Christmas Tree festival. There are 2 possible candidates for foundation governor vacancies.	F/Govs meeting to be arranged.
7	<u>Headteacher Report</u> AT ran through the HT report (attached). Pupil numbers have reduced from last year, SEN and PP has increased. Reception have had an intake of 39, which	

was below the anticipated number, 2 FT teachers and 1 FT TA and 1 TA mornings only, MB is covering pms as there has been a high need of children needing additional support with personal care. AT wrote to all nursery schools at the beginning of term to ask for SG information to be shared, we have heard back from some of the nursery schools but not all. A governor asked if this was something that could be raised with County? AT replied that she raised the issue at a previous DSL briefing. A governor asked if it was because of GDPR concerns, what are their obligations to pass this things on? AT replied that SG comes before everything else. Year 4 have a pupil that has joined them with a EHCP, 1 LAC child(now will be referred to as CIC),1 adopted and 1 post looked after child. A governor asked whether this would have implications around our social media policy? AT replied that we have robust policies to cover this. There has been 1 MASH referral this term. The child protection policy has now been updated. Staffing has been covered in CPPC and FBEP. Year 1 & 2 teachers have been selected to receive free 'STAR' (Incredible Years Teacher Classroom Management programme) training which will focus on Maths. A governor asked if we will be able to track the impact this training will have and what format will this take? AT replied that the tracking will be offered by the STARs programme. JP and SS have met to discuss plans for behaviour and mental health strategies across the school, they attended Sandwell approach training but decided it would be more cost effective through in school strategies. A governor asked if we have many children in school with mental health issues? AT replied that we have a number of children. A governor asked what provisions are in place in terms of staff in relation to mental wellbeing. AT replied that we have regular staff breakfast's , this gives staff a chance to talk. A governor asked what support is in place for the HT and what support governors can give her ? AT replied that she is taking some time to work from home on more in depth projects for example the SDP. A governor offered to assist with strategies, aims and plans as she has had dealings with the Sandwell approach in previous employment. A governor offered to supply an online training tool which	Gov to contact SS/JP re Sandwell Approach. Online Training Tool.
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	links to Public Health England. AT highlighted the changes to the staff leads. A governor commented that there seems to be quite a change. AT replied that AR and SS together give an overview of reading for KS1 and KS2. She went on to say that working in teams provides consistency and relieves the burden being put on one person. AT informed governors that the inset day 20th July 2020 will be covered by 3 twilights sessions: 19/11/19, 14/01/2020 and 13/02/20. A governor asked if the school calender on the website has been updated with the inset date's? AT confirmed that it had. Performance Management for all staff is now complete to enable the deadline of 31st October to be met. All staff have a PM target related to implementation and effectiveness of reading strategies and one related to progress of vulnerable (PP/SEND) pupils. A governor asked whether performance management targets are aligned to particular areas of the SDP. AT confirmed they are and the third area links to subject area or improvement. AT gave a brief update of behaviour incidents that have been reported so far this term, some incidents may be recorded under more than 1 category. 62 of the 111 incidents can be attributed to just 8 pupils, 2 pupils have a particularly large share of these. One is related to 12 incidents, this is being addressed through their behaviour plan. A second child is related to 19 incidents, 16 of these are related to SEND behaviour and do not directly involve other pupils. The new behaviour ladder is intended to ensure a more consistent approach to dealing with low level persistent disruption and poor break and lunch time behaviour.	
8	<u>Budget Update</u> AT reported back the findings from the previous FBEP meeting in relation to the anomalies with figures and Staff costs and Support Staff costs. A couple of issues have been identified one being a 'glitch' with the financial reporting system (Access), dates have been entered and contract start date, system has amended date to start from April 2020 so staff member salary not showing in original budget, this has not been helped by not being able to import the budget until just recently. Another factor being the teacher's pension increase in contributions not being brought through and accounted , some of this will be offset by the governor grant that will be received in November , we can apply for more if the amount doesn't cover.	

	The finance officer has produced a revised budget that will be brought to the next FBEP meeting. A governor commented that we need to ensure there is a 'safety net' to ensure this doesn't happen again. A governor asked if the figures were a true representation of support staff? AT confirmed they were, and said we need to look at actual figures before any decisions are made. The situation hasn't been helped by the low pupil numbers coming in (39 instead of predicted 45) A governor suggested it may be useful to have an additional finance meeting to look at the figures sooner rather than later. A governor said we need to look at procedures to ensure what procedures we have in place. AT replied we are looking at ways to rule out this happening again and may look into financial software. We have requested our SAFSO link comes into school as additional support.	Booked in November 22 nd .
9	<u>SDP update</u> AT to run through with SLT before bringing to FGB, will discuss at next CPPC.	AT to send to governors once agreed by SLT.
9	<u>Policies</u> Child protection policy – updated section, Prevent procedures (page 32) new email added for police and Social Services; procedures updated to reflect that a referral is made, a diary entry must be made to review outcome in 2 weeks and chase up. Agreed by governors once final copy with amendments received by them. Code of conduct – Based on BCP model policy. Health & Safety Policy – amendments made when reference to DCC amended to DC. Accident reporting amended to BCP, updated number for serious /fatal accidents. Policy agreed Teachers Pay Policy – AT asked governors to decide whether we would be using half points as we have in the past, and do we want to include extra guidance for performance management. A governor said the guidance was reviewed at FBEP and asked if it had been shown to staff.	Code of conduct to be taken to next FGB to allow governors more time to read before agreeing.

	AT replied the guidance can be left out and it hasn't been shared with staff, we need to decide on the half points, BCP use Main points 1 – 6. A governor said half points offer greater flexibility for career development and recognition if we continued can you envisage a problem in terms of linking in with BCP. AT replied that Dorset currently operate our HR, they also operate a half point system so it wouldn't make a huge difference. Governors agreed to adopt the half point system as linked with Dorset but advised to be mindful of BCP policy. Dorset policy and pay grading's still awaited. Policy agreed	
9	<u>Link Governors</u> ARy advised that governors would be taking a slightly different approach to link governors, due to there being less governors and trying to match up subject areas is proving a challenge, we will try to continue with subject leads coming in to talk to governors at meetings. ARy went on to say that the SDP is a priority and will try to align key target areas with specific governors, particularly SEN and PP need a specific governor linked. NL will continue as SEN governor and ARy will take up the PP link governor role. ARy encouraged governors to still come in to school and speak to subject leads and particular SDP priorities. DJ said we are due a SIAMS inspection in January and invited governors to attend one of upcoming services. AT suggested a governor carry out a worship review with feedback.	Worship Review/Pupil Voice govs to talk to pupils
8	<u>AOB</u> The SCR has been checked for updates by the safeguarding governor, all new employees are now listed together with any new after school clubs. Meeting ended at 8.10pm Signed..... Date.....	

