

Burton C of E Primary
Minutes of FGB Meeting
Held at the school
16th July 2018
6:00pm

Governors present:

Alison Timmings AT
 Georgie Bethune GB
 Adrian Ryder ARy
 Di Wilkinson DW
 Patrick Mann PM
 Attending Alison Roberts ARo

Michael Ponchaud MP
 Nigel Lacey NL
 Dannielle Jeffries DJ
 Joyce Colbourne JC

Item Number	Subject	Action
1	<u>Apologies</u> Scott Swales – apologies accepted	
2	<u>Minutes & Matters Arising</u> No matters arising and minutes signed as true.	
3	CPPC ARy gave the FGB a brief overview of the latest CPPC. No SAT's results were available at CPPC AT to produce later on in this meeting. Progress overall generally good but issues around year 2. September intake 49. Behaviour management policy reviewed and ESafety link added. The school has been awarded a sum from the 'Healthy Pupil fund'.	
4	MP gave an overview of the latest FBEP. Main outcome of the meeting was that due to a software discrepancy the school has an unexpected 'carry forward' figure that needs to be spent by October. A governor asked if there were any IT items that need updating. AT replied that the money would be used to improve the fencing and security around the school, year 1 would like a fenced area to allow children to be outside, together with updating the EYFS area. A governor asked if money would need setting aside for another classroom looking ahead. AT replied that only so much can be carried forward and the money needs to be spent by October. Two health and safety incidents were reported and as a result staff have looked into procedures for first aid. A governor asked whether the ticket system is being used. AT replied that it is still in the process of being set up. Solar panels were discussed as a way of generating income for the school. A governor asked whether the income generated would be 'ringfenced' for the school and not County. A governor replied that whatever energy the school generates is used by the school. Governors thought it seemed a good idea.	Ticket system for H & S?

5	<u>Foundation Report.</u> JC reported on the 3 day reflection workshop that she attended in school (report given in CPPC) She reiterated how beneficial it was to the children and thanked DJ for her hard work.	
	<u>Headteacher Report /SEF Report</u> Numbers have increased with 2 new pupils in year 5 and 6, 49 pupils to join in Sept with a projected number on roll of 343. Virtual schools will continue to fund an additional member of staff to support a LAC. A HLTA has been appointed to start in Sept. A positive response has been received to the advert for a TA , 5 candidates have been shortlisted and interviews are being held on 17th July. AT said that from the candidates she is also looking to appoint someone to work in year 6 in the afternoons to carry out interventions. Updated safeguarding training will take place in early Autumn term covering child protection, GDPR, confidentiality , this will training will be given to volunteers aswell as staff. EB has now completed online DBS training to make the procedure quicker. The school has signed up to Evolve as a system to support external visits and this allows documents and risk assessments to be submitted and saved online. The school has bought in to the National Online Safety package, this will provide training for staff, pupils and governors to ensure we are meeting the requirements of this area of safeguarding. A governor asked how this can be accessed. AT replied that as far as she knows she will need to complete the training first then log in's will be provided. SLT have carried out performance management training, as a result appraisals will be carried out to be in line with the academic year, targets reviewed in July and new ones set in Sept. SEP visit - the report has been sent to governors together with the outcomes from AT's recent learning walk. SLT have met to discuss issues raised by yr6 and yr2 data whilst there is a need for improvement strategies are already in place for reading and maths. Next years focus will mainly be on: The curriculum, Assessment and Support and Challenge. AT asked for governors approval for inset days: 3rd September, 23rd November, 3rd June an 22nd and 23rd July to be disaggregated as 6 twilight sessions 3.30pm to 5.30pm. All governors agreed inset days. A governor highlighted the need for dates to go out to parents sooner rather than later. AT confirmed that the	

	proposed dates have been published subject to governor approval. Unauthorised absence has increased by 0.3% this half term. Almost $\frac{3}{4}$ of unauthorised absence is for holiday. AT told governors that she intends to send a letter home before the end of term confirming the schools policy on uniform and informing parents of the possibility of fines due to persistent absence particularly targeting year 6 to ensure children are not taken out of school during SAT's week next year. A governor commented that more schools are going down the route of fining. Another governor asked if we would still look at cases individually. AT replied that if there was a genuine case for absence it would be authorised. A governor asked where the money would go from fines received from absence. AT replied that County would receive any income from fines. A governor said we need to be seen to be tough on unauthorised absence. AT has attended a meeting with other HT's to discuss the impact of the LA reorganisation. The biggest impact will be the lack of core services provided by BCP LA. Ed Denham has confirmed admissions will run a full admissions cycle due to the change happening part way through the year. All staff contracts will be protected by TUPE for current contracts, SEP programmes Bournemouth and Poole already buy into Dorset. The school will have a new DofE number. A governor said clarification needs to be sought on what kind of costs will be charged from teaching schools. AT replied that HT's have agreed to facilitate training amongst local schools. A governor asked if the Diocese have set up an Academy. AT replied that they would not oppose it if it maintained the schools Christian ethos. AT went on to say that we already have the Christchurch Learning Partnership which supports each other and she gave the example of GDPR training.	
7	<u>Pupil Progress/SATS</u> EYFS – slightly below national average for reading, writing and maths, however children have made good progress from their starting points. KS1 – There has been a downward trend in the number of children passing the schools phonics test in the last three years, this year's figure is equal to last year's. In year 1 71% passed the screening compare to 61% achieving the expected level in reading at the end of EYFS; an increase of 14%. Year 2 over the last 2 years have had a 100% success rate of children re taking the phonics screening in year 2, this year only 45% of those retaking passed. Of the 22 children taking the test 9 were new children to the school,	

	of these 9, 6 did not pass. Overall this means that 80% of year 2 children have passed the phonics screening. The number of children achieving ARE in reading and writing is below last year's Y2 data and a little below National. Looking at non-mobile pupils the figure at ARE for reading, writing and maths are all in line with or just above 2017 National figures. Year 6 – 76% achieved SPAG, national figure is 78%. 67% achieved reading , national is 75%, 60% achieved maths , national is 76%, 55% achieved writing national figure 76%. The figures take into account the pupils who did not sit the assessments and are as published on the Dof E website. Pupil premium pupils still achieved as well and probably better than non PP pupils. A governor said that they are aware of challenges that have faced this particular year group and the data shows progress. A governor asked if they did SATs in year 2 and the old levels were difficult to compare. They went on to say that KS2 data levels tend to be lower at year 6 than at the end of year 2. A governor went on to say that using the 'What children will look like' in year groups will make the school stronger in the future.	
8	<u>Budget Update</u> Mostly covered by FBEP report.	
9	<u>Policies</u> Revised Model Complaints Policy approved by all governors.	
8	<u>AOB</u> The new agreed dates for Governor meetings were circulated. School email addresses and passwords were handed out to governors to be used to bring us in line with GDPR, existing and new emails will still be used initially to ensure all documents are received, as from the end of September school email addresses only will be used. The Chair thanked JC for all her hard work for the school over the many years that she has been a governor and wished her well, together with SS in his absence. Meeting ended at 7.10 Signed..... Date.....	

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