

Minutes of FGB Meeting for Burwell Village College Primary School

Held on Tuesday 2nd March 2021 at 1000 hours, via Zoom Conference call

Governors:	Peter Denny (PD), David Durrant (DD), Catherine Head (CH), Antony Kern (Headteacher – AK), Colette McNally (Deputy Headteacher CMcN), Val Palmer (VP), Edris Tildesley (ET - Chair), Helen Upright (HU).
In attendance:	n/a
Clerk:	Natalie Drewery (Camclerk - ND)

	Discussion	Decisions Made / Actions Agreed
1.	Welcome The Chair welcomed all to the meeting. In view of a significant item for discussion, the Chair proposed the agenda format be amended, to enable a full discussion of item 6i and to answer governors' questions, as the last item on the agenda.	The agenda revision was APPROVED
2.	Apologies for Absence i. Receive apologies for absence: Apologies were received from Liz Fullick (LF). ii. Consent/Non-consent to absence	Consent was given for the apologies
3 i.	Declaration of direct or indirect pecuniary interest in any of the following items	No declarations for items on this agenda were made.
4 i.	Minutes of last IEB meeting: 19th January 2021 To approve the minutes of the FGB meeting 19.01.2021	Minutes of FGB meeting 19th January 2021 were APPROVED
5	Agreed Actions Update <u>FGB Actions from 15th December 2020</u> 009- Update: AK to ensure website is updated, specifically areas with admin missing items. VP to undertake a further website review week prior to 02.03.2021 – <i>actioned and report on Teams. VP noted the website is not compliant, the school are aware of the updates necessary. A notable area relates to the personnel listed in the Safeguarding policy and if the GB are intending to carry on with the Circle Method of Governance, a sentence needs adding under the governance section to reflect this.</i> <u>FGB Actions from 19th January 2021</u> 012- VP to review PP strategy with AK. VP to contact office@ to arrange date for review and for SEND review – <i>VP met with AK and SENCo: a fruitful meeting was held, with noticeable improvements to the decrease in pupils on the SEND register and SMART measurable targets set. Staff have worked hard to keep in contact with pupils during remote learning; for a very small few who were difficult to contact, there were no safeguarding concerns. The 3-year PP strategy was reviewed; AK is to add to this an in-depth 1-year plan. A concern was expressed regarding staff knowing the PP children. The work undertaken reflects an improving picture, but needs consistency. Recognition was made of the effort made by all staff to ensure remote learning has taken place.</i> <i>Q/. A governor referred to the concern over identifying PP children; questioning if this is this lack of profile or change in parents' situation.</i>	

FGB Burwell Village College (Primary)

Signature / Initials of Chair of FGB

Edris Tildesley

Meeting of 2nd March 2021

Date: 16th March 2021

	<p>A/. AK explained that the concern relates to the fact that AK cannot currently quantify if the teachers are aware of the PP children in class.</p> <p>013- ET to contact School Governance regarding schedule of meetings and circulate a copy to governors - <i>actioned</i></p> <p>014- AK to offer dates to governors for Safeguarding training prior to half term – <i>actioned</i>; DD, ET, PD attended; VP booked for 10/03/21</p> <p>015- ET to circulate the Governors Termly Brief slides – <i>actioned</i></p> <p>016- AK to offer governors a potential date for Ofsted preparation training – <i>actioned and booked for 09/03/21</i></p> <p>017- PD to re-arrange the Curriculum Group meeting <i>actioned and booked 10/03/21 @ 1700 hours.</i></p> <p>018- ET to arrange for HTPM governors to hold interim meeting with AK Jan/Feb – <i>actioned, conducted 25/02/21, next meeting due summer term.</i></p> <p>019- AK /CMcN to collate information, circulate to governors and share visions discussion with SLT – <i>re-structuring documents provided; next term GB will plan how to consult with stakeholders regarding the Vision Statement for September.</i></p> <p>020- DD to present costed proposal, with options, on air conditioning at next FGB meeting – <i>actioned by email last week to expedite the situation. Thanks, were expressed to all governors for responding promptly and for their comments. A final survey will be conducted today, with the work being undertaken during the Easter holidays.</i></p> <p>021 -ET/LF to write a letter for parents and staff, inviting them to attend the parents' forum - <i>actioned.</i></p>	<p>022: DD to provide Notes of Visits regarding finance /air conditioning</p> <p>023: ET to write a letter to the caretaker thanking him for his supportive work on the air conditioning issue, on behalf of the GB</p>
<p>6</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p> <p>vii</p>	<p>Headteacher's Report inc. Staffing, Premises & Health & Safety: focus on proposed School Organisation Structure to reflect the ethos and values of the school</p> <p>Discussion recorded later in minutes.</p> <p>Safeguarding</p> <p>AK confirmed there were no additional safeguarding issues governors needed to be aware of.</p> <p>Review of Rapid Improvement Plan autumn evaluation; spring term review</p> <p>AK clarified the autumn evaluation was presented by Kate Mansfield at the meeting on 15/12/20. A further update was provided at a meeting which PD attended. For the spring term, VP has reported on SEND and PP. Due to lockdown, staff meetings have been suspended, these will re-commence during the summer term and the RIP addressed.</p> <p>Data - Progress Report</p> <p>To be provided once pupils return to school</p> <p>Curriculum Group – feedback</p> <p>PD reported that the notes of the group have been circulated.</p> <p>SEND</p> <p>An update has been provided within VP's Note of Visit.</p> <p>Pupil Premium & Vulnerable groups</p> <p>An update has been provided within VP's Note of Visit.</p>	
<p>7</p> <p>i.</p>	<p>Governor Business</p> <p>Governor training – to note training attended or planned and consider how impact of training will be fed back to other governors:</p> <p>PD attended Safer Recruitment training – certificate sent to the Clerk.</p>	

<p>ii.</p> <p>iii.</p> <p>iv.</p>	<p>ET has booked onto the Annual Governors' Conference – 6th March</p> <p>CH attended Understanding Primary Data and Developing & Monitoring the Primary Curriculum.</p> <p>DD attended Safeguarding & Schools Finances with Ray Byford.</p> <p>VP has attended H&S, Safer Recruitment, Understanding Primary Data, Developing & Monitoring the Primary Curriculum, Pupil Premium, Financial Standards. SEND and Safeguarding are booked.</p> <p>Governor visits / monitoring activity – governors to advise and reports to the HT</p> <p>The Chair noted that some visit reports have been uploaded to Teams and reminded all governors of their responsibility to follow up visits with a record of the meeting.</p> <p>H&S – HU met with AK and the caretaker regarding the H&S Audit – report to follow. AK is arranging for HU to meet with some staff re H&S.</p> <p>Parents Meeting – parents thanked the GB for holding this event. The slides for the event should have been added to the website.</p> <p><i>Q/. A governor questioned if there had been a visit to check the SCR this term; these are expected to be conducted termly.</i></p> <p><i>A/. The Chair confirmed that she was awaiting a date from the SBM to arrange this.</i></p> <p>Governor Action Plan – feedback from LA on evaluation</p> <p>The Chair advised that the plan has been sent to the School Governance Team – no feedback or queries have arisen.</p> <p>Vision & Ethos</p> <p>The Chair noted that as per the update in item 5, action 019, this will be a priority for the summer term.</p>	<p>024: HU to write up Note of H&S visit</p> <p>025: AK to add Parents meeting slides to website.</p> <p>026: AK to ask SBM to contact ET re SCR visit</p>
<p>8</p> <p>i.</p> <p>ii</p>	<p>Resources to support learning</p> <p>Budget Monitoring Report</p> <p>DD reported that as the financial year was ending, there were no items to draw governors' attention to. The next meeting will focus on the budget plan for 2021-22.</p> <p>School Policies:</p> <ul style="list-style-type: none"> • Health & Safety – <p><i>Q/. a governor queried whether the appendix completed, regarding asbestos, should have been included.</i></p> <p><i>A/. AK confirmed that this is an example, for the benefit of contractors, what they would expect to see in the log; therefore, it is relevant to remain in the policy.</i></p> <ul style="list-style-type: none"> • NQT Induction – dates need to be added in • Code of Conduct • Exclusions <p>AK advised that the school had not produced the Persistent Complaints or Harassment policies, as these areas fall under the Complaints Policy of the school.</p>	<p>Governors APPROVED the following policies:</p> <p>Health & Safety</p> <p>NQT Induction</p> <p>Code of Conduct</p> <p>Exclusions</p>
<p>6i</p>	<p>Headteacher's Report inc. Staffing, Premises & Health & Safety: focus on proposed School Organisation Structure to reflect the ethos and values of the school</p> <p><i>This was the subject of a confidential minute.</i></p> <p>Proposal: AK presented governors with 3 proposals.</p>	<p>The proposals were AGREED.</p>
<p>9</p>	<p>Communication between staff, parents and governors</p> <p>5 points from the GB:</p> <ol style="list-style-type: none"> 1. Governors recognise the hard work put in place by staff to 	

	<p>enable remote learning to be beneficial for pupils.</p> <ol style="list-style-type: none"> 2. Governors were particularly pleased that staff have engaged with children who can often find it difficult to participate. 3. Governors are pleased to have given their approval to installing air conditioning in the upstairs classrooms to ensure that our pupils and staff are able to work efficiently through the summer term, creating a good environment for learning. 4. The Link Governor for SEND reported on the determination of staff to do their level best to ensure that they have delivered, to the best of their ability, the immense task of learning online. 5. A wide-ranging discussion was held on school development over the next few years. Governors plan to engage with all stakeholders to consider the future vision of the school. 	
10	<p>What impact is the GB having on particular vulnerable groups?</p> <ul style="list-style-type: none"> • Governors received the report from the SEND and PP Link Governor, noting the very positive discussions and progress made. The continued efforts of staff to support children during lockdown was recognised. • Safeguarding training was undertaken by governors. 	
12	<p>Any other business</p> <p>AK thanked governors for their valuable discussion, challenge, and debate, which has enabled the school to move forward, understand the need to be robust and have clarity in all it does.</p> <p>The Chair and governors thanked AK and the staff involved, for the hours of hard work in a well-considered review of the needs of the school going forward.</p>	
	Meeting closed at 1230 hours.	

Actions list on next page

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 19th January 2021			
019	AK /CMcN to collate information, circulate to governors and share visions discussion with SLT	AK/ CMcN	12.02.2021
FGB Actions from 2nd March 2021			
022	DD to provide Notes of Visits regarding finance /air conditioning	DD	16.03.2021
023	ET to write a letter to the caretaker thanking him for his supportive work on the air conditioning issue, on behalf of the GB	ET	16.03.2021
024	HU to write up Note of H&S visit	HU	16.03.2021
025	AK to add Parents meeting slides to website.	AK	16.03.2021
026	AK to ask SBM to contact ET re SCR visit	AK	16.03.2021