

Minutes of FGB Meeting for Burwell Village College Primary School

Held on Tuesday 15th June 2021 at 1000 hours, via Zoom Conference call

Governors:	David Durrant (DD), Liz Fullick (LF), Antony Kern (Headteacher – AK), Colette McNally (Deputy Headteacher CMcN), Val Palmer (VP), Edris Tildesley (ET - Chair), Helen Upright (HU)
In attendance:	Alison Beardon (AB, SENCo for item 6v), George Hayes (GH – Strategic Lead for Governance)
Clerk:	Natalie Drewery (Camclerk - ND)

	Discussion	Decisions Made / Actions Agreed
1.	Welcome The Chair welcomed all, in particular noting the attendance at the meeting of AB who will present an update on the SEND provision and GH who will be in attendance to see how governors are getting on as a new GB.	
2.	Apologies for Absence i. Receive apologies for absence: Apologies were received from Peter Denny (PD) and Catherine Head (CH). ii. Consent/Non-consent to absence	Consent to the absences was APPROVED
3 i.	Declaration of direct or indirect pecuniary interest in any of the following items	No declarations for items on this agenda were made.
	6 v SEND Provision <i>To facilitate AB's attendance, the agenda was taken out of order and AB invited to present to governors.</i> AB noted governors will have seen the RAP, with an update by AK for monitoring. The current focus has been on reading and staff have worked on formulating a questionnaire to be used as a pilot by two pupils per class to pinpoint difficulties in reading (phonics, memory, comprehension). Staff provided feedback on the content and once the questionnaires were completed, the staff meeting was used to look at what could be done to support the children (in class or booster sessions). Over this half-term the impact of what is in place will be monitored. <i>Q/. A governor noted this had been issued to two children per class but enquired what identification of support was being provided to other SEND pupils.</i> <i>A/. AB explained this was a tool created to see if it works, this can now be rolled out to other pupils and teachers are doing that.</i> <i>Q/. A governor queried if all staff have been open to its use.</i> <i>A/. AB confirmed they have; they find it useful as it breaks down the approach to address the problem.</i> <i>Q/. A governor asked if the questionnaire was created by AB and if she had drawn on standardised measures.</i> <i>A/. AB confirmed that it was developed by herself, in discussion with KM and CMcN.</i> Noting that a governor had asked for sight of the questionnaire, the Chair confirmed this had been posted to Teams. AB reported that staff have had dyslexia training by the link Education Psychologist and have adapted classrooms in accordance with the dyslexia friendly booklet provided. The next focus will be to review English displays. <i>Q/. A governor questioned if children need a formal diagnosis to be recognised as dyslexic, or are practices adapted if it is suspected.</i>	

	<p><i>A/. AB noted that a large proportion of the population are considered to be dyslexic in some form, therefore it is important to have dyslexia friendly practices in place. Parents do get concerned that if their child has not been diagnosed there will be no practices offered; therefore, the school are demonstrating the practices do exist in school. There will be a one-page profile to evidence this. A formal diagnosis does not change anything.</i></p> <p><i>(GH joined at 10.16 hours following technical difficulties)</i></p> <p><i>Q/. A governor queried if this profile was just for dyslexia.</i></p> <p><i>A/. AB advised that it was for any learning need.</i></p> <p><i>Q/. A governor noted the dyslexia platform across the school was good and queried if the school has adapted the dyslexia friendly background given the levels of dyslexia.</i></p> <p><i>A/. AB confirmed the booklet provided at the training has been used to declutter displays. The profile has been raised and staff ensure resources are readily available, such as word banks.</i></p> <p><i>AB noted that the checklist used highlighted that within KS2, teachers are not familiar with phonics.</i></p> <p><i>Q/. A governor queried if this was a knowledge concern or just to remind them of phonics.</i></p> <p><i>A/. AB advised that it was more the need of a reminder, as phonics is not taught in KS2.</i></p> <p><i>AB added that a wave overview has been provided to staff; looking at what makes a child get onto each wave and the expectations on each teacher at each wave. Staff have had a demonstration of the use of Clicker, a word bank tool, particularly useful for those with dyslexia. Feedback from staff has been very positive.</i></p> <p><i>Q/. A governor noted that when waves were introduced there were mixed views and questioned if this has now been embedded and accepted by staff / parents.</i></p> <p><i>A/. AB felt this was now accepted. AK has provided a briefing for parents to give clarity. Also, this has been discussed further with parents; it is much clearer.</i></p> <p><i>Q/. A governor asked what the next steps are.</i></p> <p><i>A/. AB confirmed that classrooms will be monitored, interventions held (Spellings, phonics based) to embed all that has been put in place. The next focus will be on writing.</i></p> <p>The Chair thanked AB for her presentation and hard work, noting the GB look forward to further updates in the future. <i>(AB left the meeting at 10.25 hours)</i></p> <p>GH was formally welcomed to the meeting. He introduced himself and explained he was attending within his role to understand governance within Cambridgeshire.</p>	
<p>4</p> <p>i.</p> <p>ii.</p>	<p>Minutes of last FGB meetings: 4th May 2021; 11th May 2021</p> <p>To approve the minutes of the FGB meeting 04 May 2021</p> <p>To approve the minutes of the EOFGB meeting 11 May 2021</p> <p><u>Matters Arising:</u></p> <p>The Chair noted there were no actions from the meeting of 11th May. The minutes remain confidential, however concern was expressed as to the format used, although confirmed they demonstrate a robust discussion regarding the restructure. In taking account of her own and other governors' feedback, the Chair requested that for future important discussions, it is essential the school utilises a trained clerk, not a member of staff to record the meeting discussion.</p>	<p>Minutes of FGB meeting 4th May 2021 were APPROVED</p> <p>Minutes of EOFGB meeting 11th May 2021 were APPROVED</p>
<p>5</p>	<p>Agreed Actions Update</p> <p><u>FGB Actions from 16th March 2021</u></p> <p>029 - Sports Fund Plan to be reviewed summer 2 term: This to include</p>	

	<p>impact of spending 2020-21 and plans for next academic year – <i>ongoing.</i></p> <p><u>FGB Actions from 4th May 2021</u></p> <p>030 - The Chair asked the clerk to correspond with LF regarding attendance – <i>actioned and LF in attendance</i></p> <p>031 - ET to send HU training webinar links for LAC link – <i>actioned and using. HU to send certificates / information of training completed to the Clerk</i></p> <p>032 - AK to facilitate PD meeting with new staff members – <i>actioned. Arranged but had to be postponed by PD, new date in diary.</i></p> <p>033 - AK/ET to liaise re staff / GB activity during summer term - <i>actioned</i></p> <p>034 - AK/ET to liaise to plan subject lead presentations at GBs: SENDCo for next meeting. – <i>actioned, on agenda</i></p> <p>035 - AK to provide PD with dates of when staff will be available for curriculum discussion – <i>actioned; CH to be invited to attend too.</i></p> <p>036 - H&S policy to be provided for the next FGB – <i>AK confirmed that the policy was agreed by governors in February 2021,</i></p> <p><u>Matters Arising:</u></p> <p>Noting GH was in attendance, the Clerk raised the matter of NGA training access on behalf of HU, who was struggling to get NGA to recognise the school. GH informed that an updated list has been provided to NGA and Burwell are named. He expressed concern that this has only come to light in July, when the SLA was renewed in September.</p> <p>The Chair clarified that training has been taken up by governors in many forms, from within school and via school governance; it was only the online NGA element that governors have not accessed.</p>	<p>037: GH to advise NGA of governors being unable to access training and resolve.</p>
<p>6 i</p>	<p>School Improvement</p> <p>Headteacher’s Report: <i>focus on staffing, Ofsted preparation, data and Catch-up provision</i></p> <p>The Chair thanked AK for his report and asked if there was any supplementary information to bring to governors’ attention, since writing the report.</p> <p>AK confirmed there was not, he would provide an update on the restructure within the next item on the agenda.</p> <p>Questions were invited:</p> <p><i>Q/. Noting the details of the class structure, a governor questioned if this was for September and has class cover been arranged for Fridays.</i></p> <p><i>A/. AK confirmed that it is the staff list for September and class cover for Fridays will be from the PPA cover arrangement, which is due to be finalised next week.</i></p> <p><i>Q/. A governor therefore questioned if going forward, the bulk of teaching will be Monday to Thursday.</i></p> <p><i>A/. AK confirmed that it would be.</i></p> <p><i>Q/. Reviewing the number on roll for Reception from September, 44 children, a governor asked if this reduction was due to the demographics of Burwell; specifically, why was the number so low.</i></p> <p><i>A/. AK advised it was for several reasons; the intake has dropped generally from 54 this year, there has been an impact in the area from Brexit, with migrant family numbers reducing, the school remains RI and has done since 2018, which has had an impact on PR. He noted there are schools of choice within the locality with good Ofsted ratings and COVID has hampered the school getting out to promote itself in the area, or having families visit, other than for SEND pupils.</i></p> <p><i>Q/. A governor questioned if this reduction in number looks to be a trend.</i></p>	

A/. AK confirmed it does, that's why the school took the steps to reduce the PAN to 60. There will be two Reception classes from September and although small in size, will benefit from the significantly better provision. This will be publicised to parents. The Chair noted that LF could assist with promoting the school going forward.

This was the subject of a confidential minute

Q/. Noting the number of children attending school late (14.3%), a governor asked what is being done to address this.

A/. AK advised that it is concerning, and letters have been sent home. A late is recorded once the register has closed at 09.05 hours. Some issues have arisen due to COVID and split starts with families with children in both KS arriving at one time, other issues are with the families in general. Parents have been informed that this could potentially lead to the issuing of fixed penalty notices.

The Chair noted the data report provided; this will be reviewed by the curriculum group but was pleased to see progress is broadly green and improvement from last term, although ARE shows fewer at ARE or above.

AK explained that the accuracy of data is improving, although dependent upon staff understanding the achievement needs. The curriculum group will be able to review the next data drop and hopefully this will demonstrate improvement. He noted that for some, formal assessments will be used rather than teacher assessment, to ensure accuracy for end of year information.

ii Restructure and results of consultation regarding the length of the school updates

Restructure - AK explained that if governors agree the redundancy requests, this will mean an expenditure of £76k, which is not value for money. Taking this into account, and following discussion with the HR provider, a revised restructure could reinstate the L3 TAs (4 x positions working in each phase and targeting year groups). This would provide for redundancies for L2 TAs (as they are unable to fit into the restructure or unsuccessful in the skills audit). Further, 1 x L4 TA was unable to be accommodated due to a reduction in hours. This will save £35k in redundancies and meets the £40k originally identified. It also retains class support during the week but means there will be no HLTA cover on Fridays, so more PPA cover will be required. The costings can be covered for the next few years. Therefore, a redundancy offer will be retracted.

Proposal: Reinstate 4 x TA L3; Redundancy offer to be retracted.

Q/. A governor questioned whether the school was still able to instigate its new plans from September and how the finances have been impacted.

A/. AK confirmed it will. DD added that financially there is not a huge difference. With a falling roll and future deficit, finances will have to be monitored, however the significant carry forward and a new housing development is underway means the financial plan is viable for the next few years.

Q/. A governor expressed concern that having already approved the restructure, governors were again being approached with a modification; it is also sad for the member of staff whose redundancy offer has been withdrawn.

A/. AK accepted the comments, noting however that before half-term, staff had individually confirmed they were happy with the new

Governors APPROVED the revised restructure proposal.

	<p><i>structure, after half-term 3/4 advised they were no longer. The reworking is not a fair reflection of how the restructure has been managed by SLT.</i></p> <p>Results of consultation regarding the length of the school updates – AK noted the consultation feedback has been posted on Teams. Overall parents were not in agreement, favouring family time and external extra-curricular activities over the extension to the school day. Therefore, additional enrichment and tutoring will be offered in its place by the school.</p> <p>Governors suggested this should not be taken as a negative view of the school; parents were appreciative of the consultation process, and there will be an acknowledgement that their views have been taken into account.</p> <p>iii Safeguarding – The Chair noted that the LA are due to conduct a Safeguarding Review. She and KT reviewed the SCR and a Note of Visit has been provided. AK added that the 2 children previously mentioned are considered under safeguarding.</p> <p>iv Pupil Premium and Vulnerable Groups – VP noted as link governor, she has planned to meet AB on 22nd June for SEND, followed by AK regarding Pupil Premium.</p> <p>v SEND provision: Review of Rapid Improvement Plan led by SENCo Alison Beardon - as minuted earlier in the meeting.</p> <p>vi Review of SDP – The Chair noted that a summary was included in the HT report. The next meeting will receive an evaluation of the SDP. Prior to the next meeting, ET and AK will review governor monitoring opportunities in school from September.</p>	
<p>7</p> <p>i.</p> <p>ii.</p> <p>iii.</p>	<p>Governor Business</p> <p><i>Governor training – to note training attended or planned and consider how impact of training will be fed back to other governors</i> ET has completed governor monitoring training on 14.06.21</p> <p><i>Governor visits / monitoring activity – governors to advise and reports to the HT</i> The Chair advised that the expectation on governors is to complete at least one visit per term. Although some governors have undertaken more, it is necessary to be aware of wellbeing and manage governor and staff time effectively.</p> <p>Vision & Ethos - The Chair noted this had been looked at in detail during January's meeting and had been awaiting parent and staff feedback. AK confirmed that a Curriculum Statement and Visions & Values Statement have been added to Teams. He explained the Curriculum Statement is what the school offer and will be a focus of the Ofsted Inspection. The Vision and Values 3 areas have been reworded, as this is a public document. He invited comments on an appropriate the strapline to summarise the school. Governors were happy with the content of both documents and AK will add to the website. Considering the website, the Chair advised the recommendation of school governance is that this should be looked at by governors termly, noting that in the past this has been recorded as non-complaint. Hopefully the addition of the two documents will ensure</p>	<p>038: LF to offer advice on strapline</p>

<p>iv.</p> <p>v.</p> <p>vi.</p>	<p>compliance. The Chair requested LF to undertake a compliance check within the next two weeks and return the checklist to the Chair.</p> <p>Curriculum Group – Noting that neither PD nor CH were present, AK advised that he met with PD last week to define KPIs for the group. Meetings with the curriculum leads are planned. The group will review the data after 5th July.</p> <p>Governing Body Plans – The Chair advised that the next meeting will be the GB’s business meeting, to plan for next year, review roles and responsibilities, complete the skills audit, review the SDP and school’s achievements within the year. She asked governors to consider the timings of meetings, whether daytime was ok, or if 1700 hours would be better. Also, to reflect on the size of the GB, whether governors wished to review the composition and to consider succession planning.</p> <p>The Chair advised that the school has been informed that the LA will undertake a Pre Ofsted-Review on 1st July 2021. Although ET will be away, she hopes to meet with TH and the Lead Inspector prior to the review. The team would like to meet with governors at some point that day; AK to confirm timing with governors. It was explained that from the governors’ perspective, the review is to gain their understanding of the quality of education and the school, how they know this and to triangulate this information with the school’s view.</p>	<p>039: LF to undertake website compliance check</p> <p>040: Governors to consider GB plans, timings, composition, and email ET prior to the next meeting</p>
<p>8</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>Resources to support learning</p> <p>Budget Monitoring Report - DD advised that being just into the new financial year, there was nothing to report; broadly the picture remains the same.</p> <p>School’s Financial Statement - The SFVS went in on time, having been reviewed by DD and ET.</p> <p>School Policies:</p> <ul style="list-style-type: none"> • Procedure relating to misconduct for all employees • Designated Teacher for Looked After Children Budget <p>A governor noted that the mention of the H&S policy being brought back to the FGB related to Risk Assessments for activities outside the classroom.</p> <p>AK confirmed that the H&S policy was reviewed in February 2021; there have been no outdoor activities during COVID, however as the school re-opens, teachers are starting to complete Risk Assessments. The Chair noted there had been some confusion with the policies listed on the agenda, not matching those posted to Teams - Equal Opportunities (reviewed January 2021), Staff Discipline & Conduct (last reviewed February 2020).</p> <p>AK confirmed that the procedure relating to misconduct, is the Staff Discipline policy; the LAC policy has been an oversight and will be provided for the next agenda. (HU left at 12.08 hours)</p>	<p>The following policies were APPROVED by governors: Procedure relating to misconduct for all employees</p> <p>041: LAC policy to be provided for July’s FGB meeting</p>
<p>9</p>	<p>Communication between staff, parents and governors</p> <p>The Chair noted she will write to staff and parents/carers this term following completion of the restructure.</p> <p>5 points from the GB:</p> <ol style="list-style-type: none"> 1. Governors appreciated parents/carers completing the consultation regarding extending the school day and noted the overwhelming desire of parents to keep the school day unchanged. Governors recommended no change to extending 	

	<p>the school day.</p> <ol style="list-style-type: none"> 2. In view of the school's desire to offer additional enrichment to all pupils, the school will be offering extra-curricular activities and tutoring outside of the school day. 3. Governors were pleased to receive a presentation by SENCo and were informed of the improvements taking place within the SEND provision. 4. Governors are pleased that the school's Visions and Values have been reviewed and agreed, allowing the school to move forward. 5. Governors expressed concern at the increase in pupils attending school late, noting that the school is actively monitoring this. <p><i>(LF left at 12.12 hours)</i></p>	
10	<p>What impact is the GB having on particular vulnerable groups?</p> <ul style="list-style-type: none"> • Governors received a presentation by SENCo, with detailed documentation on the provision and areas for improvement identified in the Rapid Improvement Plan. • Training for staff has taken place specifically on dyslexia and improvements within school to make the school dyslexia friendly were noted. • Progress has been identified and subject knowledge is improving. 	
11	<p>Any other business</p> <p>The Chair thanked all for their time and continued support for the school.</p>	
12	<p>Dates of planned meetings</p> <p>13th July 2021</p> <p>To plan meeting dates for 2021-22 academic year – the Chair noted that the Chair and Clerk will identify meeting dates in a similar pattern to this year and will present to governors at the next meeting.</p>	042: Chair and Clerk to determine dates for 2021-22 meetings.
	Meeting closed at 1215 hours.	

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ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 16th March 2021			
029	Sports Fund Plan to be reviewed summer 2 term: This to include impact of spending 2020-21 and plans for next academic year	AK / GB	13.07.2021
FGB Actions from 15th June 2021			
037	GH to advise NGA of governors being unable to access training and resolve.	GH	13.07.2021
038	LF to offer advice on strapline	LF	13.07.2021
039	LF to undertake website compliance check	LF	29.06.2021
040	Governors to consider GB plans, timings, composition, and email ET prior to the next meeting	ALL	13.07.2021
041	LAC policy to be provided for July's FGB meeting	AK	13.07.2021
042	Chair and Clerk to determine dates for 2021-22 meetings.	ET/ ND	13.07.2021