

Minutes of FGB Meeting for Burwell Village College Primary School

Held on Tuesday 4th May 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:	
Clerk:	Natalie Drewery (Camclerk - ND)

	Discussion	Decisions Made / Actions Agreed
1.	Welcome The Chair welcomed all to the meeting.	
2.	Apologies for Absence i. Receive apologies for absence: PD and CMcN advised they would be delayed in attending. Apologies were not received from Liz Fullick (LF) ii. Consent/Non-consent to absence As apologies were not received, LF's absence was not given consent.	030: The Chair asked the clerk to correspond with LF regarding attendance
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: 16th March 2021 To approve the minutes of the FGB meeting 16.03.2021	Minutes of FGB meeting 16th March 2021 were APPROVED
5	Agreed Actions Update <u>FGB Actions from 2nd March 2021</u> 022 - DD to provide Notes of Visits regarding finance /air conditioning – <i>actioned & posted to Teams</i> 024 - HU to write up Note of H&S visit – <i>actioned; posted to Teams</i> <u>FGB Actions from 16th March 2021</u> 027 - AK to arrange a LA Safeguarding Review – <i>actioned and arranged for 25th June, ET will attend on behalf of the GB.</i> 028 - KT to investigate the solar panels – <i>DD provided an update that they are saving the school approx. £800 per year. All is logged and running correctly.</i> 029 - Sports Fund Plan to be reviewed summer 2 term: This to include impact of spending 2020-21 and plans for next academic year – <i>ongoing.</i>	
6 i.	Headteacher's report - Inc. Staffing, Premises & Health & Safety, school organisation for next academic year, wellbeing and 'Catch Up': focus on Data – Pupil Progress The Chair thanked AK for the HT report, which gives a good overview of the current school context. She questioned if there was anything additional to that which has already been reported on, since writing the report. AK advised that two internal exclusions of 6 days have been issued and provided a brief commentary to governors. <i>Q/. A governor questioned if the parents were supportive of the school's actioned.</i>	

<p><i>A/. AK confirmed as they could be, whilst reasons and mitigation were offered, the consequences could have been much worse. Noting that the behaviour policy could have allowed for external exclusion.</i></p> <p><i>Q/. A governor queried if this was an isolated incident.</i></p> <p><i>A/. AK clarified that there have been a couple of previous incidents, with friction, misunderstanding of language used and behavioural traits.</i></p> <p><i>(PD arrived at 1015 hours)</i></p> <p><i>Q/. A governor noted that the safeguarding checklist on the report had not been completed and asked if this can be completed for all subsequent GB meetings.</i></p> <p><i>A/. AK confirmed that a SCR check by ET had been completed and the Safeguarding Review organised for 25/06/21.</i></p> <p><i>Noting that at the Governors' Termly Brief, it had been strongly recommended that GB's nominate a link governor for Looked After Children (LAC), the Chair sought volunteers.</i></p> <p><i>AK clarified that whilst the school currently has no LAC, there are former LAC.</i></p> <p><i>Q/. Noting reference to the coaching programme, a governor requested information on who is delivering this and what feedback has been received from staff.</i></p> <p><i>A/. AK clarified that it is for Senior Leaders and other identified members of staff. It has run over 8 weeks and AK has delivered the training, which has been based on theory and practical application of models. Feedback was positive, with a request for further practice; over the next 3 weeks further practical activities will be given. There is no compulsion to be involved but it will be opened up to other staff later in the term. From September, this will be the basis for CPD for all staff.</i></p> <p><i>Q/. A governor questioned how the new staff have settled in.</i></p> <p><i>A/. AK provided an update that both members of staff have settled well and will be valuable in delivering the quality of teaching.</i></p> <p><i>The Chair acknowledged that it was encouraging the school has made such positive appointments. The GB deliberated how best to obtain staff feedback, under normal conditions they would expect to have regular face to face dialogue, to triangulate the information AK shares with the GB. It was suggested that AK/ET arrange for a governor / staff activity, held under COVID restrictions, next half term. In the meantime, PD to have a virtual meeting with the new staff to obtain their feedback.</i></p> <p><i>The Chair noted from the progress data, the improving picture for quality of teaching and thanked AK for the data training for governors.</i></p> <p><i>Q/. A governor noted that the quality of teaching was still RI, therefore questioned why this was perceived to be improving.</i></p> <p><i>A/. AK explained that from the monitoring undertaken in December to now, the quality of teaching has improved from overall inadequate to RI and inadequate within one year group. Improvement can be seen within the teaching team, but also because of recruitment of new staff. There are staff who are consistently good and once evidence is collated, outstanding teaching.</i></p> <p><i>Q/. Considering staff morale, a governor questioned if the GB could expect any further resignations before 31st May.</i></p> <p><i>A/. AK explained that there may be 2/3 further resignations for staff who may choose to look elsewhere due to expectations placed upon them.</i></p> <p><i>(CMcN joined at 10.25 hours)</i></p>	<p>HU to take on link governor role for LAC</p> <p>031: ET to send HU training webinar links</p> <p>032: AK to facilitate PD meeting with new staff members</p> <p>033: AK/ET to liaise re staff / GB activity during summer term.</p>
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<p><i>Q/. Referring to the Catch-Up funding, a governor questioned if there was evidence of progress to date.</i></p> <p><i>A/. AK explained that tutoring is targeting those pupils who were most impacted by COVID or if the quality of teaching in their class will not enable them to catch up. However, the quality of tutoring being received is variable; this has been taken up with the provider.</i></p> <p><i>Q/. A governor enquired about the take up for tutoring, as many parents had raised this in conversation.</i></p> <p><i>A/. AK clarified that 110 pupils were offered places, 90 have taken up the offer.</i></p> <p><i>Q/. Referring to the vulnerable groups, a governor noted that progress looks encouraging, with attainment less so and asked for clarification of the PP children, how are they progressing compared to their peers.</i></p> <p><i>A/. AK advised that progress is similar to their peers and shared the target tracker information, noting specifically the PP groups. He advised attainment is lower and therefore accelerated progress is necessary. He highlighted specific year groups for information.</i></p> <p><i>Q/. A governor questioned the Year 2 data for non-FSN and non-PP.</i></p> <p><i>A/. AK advised that this reflected the quality of teaching in the autumn term and highlighted the difference in class data meant attainment was significantly lower than the other class.</i></p> <p><i>Q/. A governor questioned what plans are in place to address this disparity.</i></p> <p><i>A/. AK advised that support plans are in place to improve the quality of teaching.</i></p> <p><i>Q/. Referring to this, a governor asked if staff are receiving mentoring in class or discussion following teaching. It was considered that a lot appears to be taking place to support staff, but there is no rapid progress seen.</i></p> <p><i>A/. AK advised that progress is being seen, albeit slowly. Coaching and mentoring is in place. SLT will review all year groups which have been impacted by the quality of teaching. The school has been RI since 2018, this is not a quick fix.</i></p> <p><i>Q/. A governor noted as a parent, this is very hard to hear.</i></p> <p><i>A/. AK considered this and assured the GB that having a recruitment plan, putting in the foundations for teaching and expectations, the staff restructure and CPD model from September will push the school in the right direction.</i></p> <p><i>Q/. A governor noted that the summary presented is clear in terms of the current staff position, noting that CPD should have a huge impact. Regarding the progress data, a question was raised as to its validity, as it had previously been suggested that it had not been evidenced.</i></p> <p><i>A/. AK acknowledged that the evidence may not be robust.</i></p> <p><i>Q/. A governor asked if there was any way that accelerated progress could be achieved in certain year groups.</i></p> <p><i>A/. AK advised the catch-up funding is used to support pupils.</i></p> <p><i>Governors noted the overall picture of quality of teaching, the plans to restructure and CPD should push forward improvement.</i></p> <p><i>Q/. Referring to attendance, a governor asked if COVID alone had impacted the spring 2 data of 94%.</i></p> <p><i>A/. AK advised that the DfE had required COVID related absence to be recorded in a certain way, which has impacted the data. However, there are some pupils whose attendance is significantly low and not COVID related. The EWO has been contacted to support the attendance meetings; AK shared his frustrations regarding the process.</i></p>	
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	<p>Q/. A governor noted mention in the report of communication between senior staff and the GB and asked how AK considered this to be achieved. A/. AK clarified COVID has limited the conversation between staff and the GB and suggested it may be appropriate for senior staff to attend GB meetings to present on their subject lead.</p> <p>ii School Restructure update AK summarised the consultation process is underway; a meeting has been held with staff; questions raised by the Trade Unions and answered. Staff have expressed concerns; SLT have provided wellbeing packages of support and have an open-door policy to staff. Details arounds the Pension Scheme remain outstanding and may impact any final decisions. Responses to the consultation have been varied, some excitement, some concerns. Voluntary redundancy packages have been requested. However, these will be subject to the skills matrix analysis and interview process. The Chair noted that she'd attended the staff meeting regarding the consultation and staff concerns were the same questions raised by the GB. Having monitored the staff communication email, ET was pleased with the timely and thoughtful responses provided to staff. AK provided clarification on the pension funding issue, that the pension strain cost has yet to be provided to the school from LGSS, this will show the amount the school will need to budget for to cover the cost of pension for TA staff above 55 to 65. This could impact the structure, although noted that additional carry forward for the budget has been determined. AK clarified there are a number of experienced TAs and the costs associated with any redundancy package for these staff would need consideration. AK confirmed that the consultation was on track, and governors would meet to approve the final structure on 11th May at 0930 hours.</p> <p>iii Safeguarding A formal LA Safeguarding Review will take place on 25th June 2021. A second SCR review has been conducted by ET with the SMB; ET was impressed with the diligent record keeping of KT.</p> <p>iv Rapid Improvement Plan- summer term plan AK advised the plan will concentrate on SEND. Two staff development meetings have been planned for, covering SEND Reading checklist which SENCo created and a coaching model based on the checklist. The LA have provided dyslexia training; this will be followed up with lesson observation and drop ins to review how the classrooms have been improved based on the training.</p> <p>v Curriculum Group – feedback PD informed there was no update, as yet. The plan is to hold the group meetings in time to feed into the subsequent FGB meetings.</p>	<p>034: AK/ET to liaise to plan subject lead presentations at GBs: SENDCo for next meeting.</p> <p>035: AK to provide PD with dates of when staff will be available for curriculum discussion</p>
<p>7 i.</p>	<p>Governor Business Governor training – <i>to note training attended or planned and consider how impact of training will be fed back to other governors</i> Governors who attended the school data training commented this was very useful and informative. ET and VP attended the Governors' Termly Briefing.</p>	

<p>ii.</p>	<p>Governor visits / monitoring activity – <i>governors to advise and reports to the HT</i> H&S – HU provided a report, as posted on Teams and reported that the LA H&S Adviser was impressed with the processes and tour of the site. HU observed how calm and different the school was, in a positive way. Noting that a Health & Safety policy was due for review, AK commented that the policy is complete, but needs the teacher risk assessments for activities outside of the classroom.</p>	<p>036: H&S policy to be provided for the next FGB</p>
<p>iii.</p>	<p>Vision & Ethos Noting this will be based around the new structure, AK advised that parents questionnaires have been sent and 40 responses received. <i>Q/. A governor questioned when parents will be informed of the new structure and proposed extension to the school day.</i> <i>A/. AK advised that once the new structure is agreed (11th May), by the end of that week, feedback will be provided to all stakeholders and they will be informed how the school will move forward, with details around the early start to the school day. A consultation will then commence to extend the end of the school day.</i> <i>Q/. A governor noted the lack of parental involvement in the visions and values questionnaire and questioned what if parents had a similar limited response.</i> <i>A/. AK advised that if extending the school day has repercussions on after school activities, parents will want to express an opinion.</i> <i>Q/. A governor queried how the responses will be interpreted, if only a few negative comments are received.</i> <i>A/. AK considered that he did not feel there will be an issue with a lack of response; parents have, historically, been keen to express their views.</i> <i>(PD left at 11.57 hours)</i> <i>Q/. A governor questioned if feedback from staff has been received regarding extending the school day.</i> <i>A/. AK advised that a full consultation with all stakeholders will be carried out. Governors will review the findings and make a final decision, hopefully at the next FGB, to given parents sufficient notice if any change is decided.</i></p>	<p>The following policies were APPROVED by governors: Freedom of Information Admission Arrangements First Aid Homework Sex Education</p>
<p>8</p>	<p>Resources to support learning</p>	
<p>i</p>	<p>Budget Monitoring Report There was no report, however, AK informed that due to differences in reporting the carry forward via the LA Advisor, additional carry forward of £55k, has been added into the budget.</p>	
<p>ii</p>	<p>School Policies: <ul style="list-style-type: none"> • Freedom of Information • Admission Arrangements • First Aid • Homework • Sex Education <i>Q/. Regarding the sex education policy, a governor questioned when consultation will take place with parents.</i> <i>A/. AK informed that it has taken place. Parents of Years 5&6 will be issued letters regarding the lesson content before teachers use the material.</i></p>	
<p>9</p>	<p>Communication between staff, parents and governors The Chair noted she will write to staff to thank them for their continued</p>	

	<p>contribution. A letter to parents will be sent after the next FGB meeting.</p> <p>5 points from the GB:</p> <ol style="list-style-type: none"> 1. Governors were pleased with data which evidences the improvement in the quality of teaching within the school. 2. Reviewing attendance data, governors supported the school in managing poor attendance, acknowledged the effective way this is being addressed. 3. Governors acknowledged the SEND focus this term on the school's rapid improvement plan; the actions will enhance further, teachers' skills. 4. Governors were pleased to receive data training by the school, having clarity on the data will ensure that progress and attainment can continue to be monitored. 5. Governors would like to acknowledge the hard work of staff in producing the significant progression documents, which will be shared on the website for parents to see what learning their children will participate in. 	
10	<p>What impact is the GB having on particular vulnerable groups?</p> <ul style="list-style-type: none"> • Governors were made aware of the additional training for SEND, as identified in the Rapid Improvement Plan, which was delayed from last term. • The data presented appears to demonstrate progress of pupil premium children, for the vast majority at a reasonable rate. The school is aware more progress needs to be attained. • SENCo is leading the training for staff and has been invited to present to governors at the next FGB meeting. 	
11	<p>Any other business</p> <p>The Chair thanked all for their time and continued support for the school.</p>	
	Meeting closed at 1210 hours.	

Actions list on next page

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 4th May 2021			
030	The Chair asked the clerk to correspond with LF regarding attendance	Clerk	15.06.2021
031	ET to send HU training webinar links for LAC link	ET	15.06.2021
032	AK to facilitate PD meeting with new staff members	AK	By half term
033	AK/ET to liaise re staff / GB activity during summer term.	AK/ET	15.06.2021
034	AK/ET to liaise to plan subject lead presentations at GBs: SENDCo for next meeting.	AK/ET	15.06.2021
035	AK to provide PD with dates of when staff will be available for curriculum discussion	AK	15.06.2021
036	H&S policy to be provided for the next FGB	AK	15.06.2021