

## Minutes of FGB Meeting for Burwell Village College Primary School

Held on Tuesday 10<sup>th</sup> November 2020 at 1000 hours, via Zoom Conference call

<b>Governors:</b>	Peter Denny (PD), David Durrant (DD), Liz Fullick (LF), Catherine Head (CH), Antony Kern (Headteacher – AK), Colette McNally (Deputy Headteacher CMcN), Val Palmer (VP), Edris Tildesley (ET - Chair)
<b>In attendance:</b>	Diane Stygal (Associate Member - DS), Emma Fuller (Associate Member – EF), Emma Jones (Associate Member – EJ), Tina Hubbard (CCC Area Lead Governance Adviser – TH)
<b>Clerk:</b>	Natalie Drewery (Camclerk - ND)

	<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
1.	<p><b>Election of Chair</b> The Clerk advised that a nomination had been received from the Local Authority (LA), nominating Edris Tildesley for the position of Chair.</p> <p>The Clerk invited ET to take the Chair.</p>	<p><b>All governors were in agreement to this nomination and Edris Tildesley was elected Chair of Governors, for one year, as per the Standing Orders.</b></p>
2.	<p><b>Election of Vice Chair</b> The Chair advised that one written nomination had been received for Peter Denny. No further nominations were submitted.</p>	<p><b>All governors were in agreement to this nomination and Peter Denny was elected Vice-Chair of Governors, for one year, as per the Standing Orders.</b></p>
3.	<p><b>Welcome</b> The Chair welcomed all to the first meeting of the FGB. Introductions were made.</p>	
4.	<p><b>Governing Body Membership</b></p> <p>i. To ratify the appointments of LA Governor, Co-opted Governors</p> <p>ii. To note the elections of Parent and Staff Governors</p> <p>iii. To confirm all governors have completed DBS checks and Section 128 checks – The School Business Manager has confirmed to the Clerk which DBS certificates have been received, applied for and awaiting documentation for. The SBM has confirmed that Section 128 checks will be made for all governors.</p>	<p><b>The following appointments were noted:</b> LA Governor – Edris Tildesley Co-opted Governors – Peter Denny, David Durrant, Liz Fullick <b>The following election results were noted:</b> Parent Governors, Catherine Head, Helen Upright Staff Governor: Colette McNally</p>
5	<p><b>Apologies for Absence</b></p> <p>i. Receive apologies for absence: Apologies were received from Helen Upright.</p> <p>ii. Consent/Non-consent to absence</p>	<p><b>Consent was given for the apologies</b></p>
6 i.	<p><b>Declaration of direct or indirect pecuniary interest in any of the following items</b></p> <p>ii. Confirmation that all governors have completed pecuniary interest declarations</p>	<p>No declarations were made. Clerk to follow up with governors for pecuniary interest declarations.</p>

<p>7 i ii</p>	<p><b>Minutes of last IEB meeting: 19<sup>th</sup> October 2020</b>                  To approve the minutes of the IEB meeting 19.10.2020                  To approve the confidential minutes of the IEB meeting 19.10.2020</p>	<p><b>Minutes of IEB meeting 19<sup>th</sup> October 2020– APPROVED</b>  <b>Confidential minutes of the IEB meeting 19<sup>th</sup> October 2020 - APPROVED</b></p>
<p>8</p>	<p><b>Agreed Actions Update</b>  <u>IEB Actions from 28<sup>th</sup> January 2020</u>                  185 - PP; Strategy to be presented to next FGB. AK provided a detailed update that although a written strategy has not been completed, SLT are in discussion, primarily to determine what a disadvantaged or vulnerable child is and what their barriers to learning are. There is a need to significantly improve the quality of teaching and learning for these pupils and SLT are thinking long term strategic planning to address the quality of teaching &amp; learning to enable impact on pupil premium spending. A pupil survey has been sent out to understand which pupils need the support, particularly in light of COVID challenges and changes in circumstances.  <i>Q/. A governor questioned if the strategy will be a one or three year plan.</i>  <i>A/. AK confirmed it will be a three year plan.</i>  <i>Q/. A governor asked if the school had considered disadvantaged pupils to include those who are not entitled to Free School Meals (FSM), and to use Pupil Premium for the whole school strategy.</i>  <i>A/. AK agreed that was why the school is seeking to define those children who might fall into the disadvantaged and vulnerable groups.</i>                  It was noted this would be followed up with the PP governor once allocated.  <u>IEB Actions from 28th February 2020</u>                  198 - Contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution: <i>in hand &amp; under review.</i>  <u>IEB Actions from 5th June 2020</u>                  215 - AK to undertake a staff questionnaire based on the climate review outcomes. Update: Actioned. AK summarised the significant findings, concerning regularity of feedback on performance, including understanding the SLT operation; the IEB/ GB being largely unknown; concerns re pride at work and respect, although this is largely an individual response and therefore skews the data. Generally the survey presented a positive picture and once actions have been implemented, a follow up survey will be conducted to consider impact. He defined the scale / criteria: 1- very clear understanding; 2-clear; 3- do not have a clear understanding; 4-do not understand at all. Governors noted that they would need to determine how best to provide detail to staff regarding the FGB roles and work.  <u>IEB Actions from 24th September 2020</u>                  225 - TH to send new governors the welcome pack information - <i>actioned</i>                  228 - DS to write to parents regarding IEB / GB transition - <i>actioned</i>  <u>IEB Actions from 18th October 2020</u>                  229 - AK to provide FGB with evidence of pupil voice – <i>AK advised a</i></p>	<p><b>Action 185</b> update: AK to send headlines for PP strategy to FGB.</p>

	<p>survey has been sent out regarding safeguarding; results will be collated for the next FGB meeting.</p> <p>230 - AK to share staff Roles &amp; Responsibilities list with GB – roll forward.</p> <p>231 - AK to review HT report to include impact and evidence commentary on the 8 priorities – <i>actioned and discussed with ET.</i></p> <p>232 - AK to send the Remote Learning Plan to the LA for review - <i>actioned.</i></p>	<p><b>Action 230</b> – roll forward</p>
<p><b>9</b></p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p> <p>v</p> <p>vi</p>	<p><b>Governor Business</b></p> <p>Adoption of Standing Orders – these were circulated prior to the meeting; there were no questions arising.</p> <p>Confirmation of meeting structure – The Chair clarified the IEB had considered that the agreed Governance Structure of 9 governors, would be suitable for FGB meetings only, meeting monthly, with no committees, although this FGB may wish to review at an appropriate time. Having no committees will ensure all governors are fully conversant with governance matters.</p> <p>Governor Code of Conduct – The Chair reminded governors of their responsibilities, specifically the Nolan 7 Principles of Public Life. The Core strategic principles will be shared with staff and parents, to clarify the GB role. Governors have no legal authority to act individually, but have collective responsibility. Within GB meetings, governors should be open and honest, but matters decided must not be spoken out against; decisions will be made by majority decision. Where disagreement, this will be minuted and all minutes are published on the website. A reminder was offered to maintain confidentiality when asked and to use secure emails, which will be set up for governors. The email protocol has been circulated. AK stressed that emails are not a substitute for conversation; any matters of importance should be verbally discussed, to avoid any GDPR or freedom of information requests.</p> <p>Governor Skills Audit – to complete and return to the clerk.</p> <p>Allocation of roles and responsibilities - The following Link Governor positions &amp; roles and responsibilities were agreed:  Safeguarding – ET  Finance &amp; Sports Funding – DD  H&amp;S – ET to ask HU  SEND &amp; Vulnerable Groups &amp; Pupil Premium – VP  Progress/ Attainment/ Data/ Curriculum – PD, CH  Training &amp; Communications - LF</p> <p>Discipline Committee – DD, PD, LF  Appeals Committee – VP, CH, HU  Exclusions Committee – DD, PD, LF  HTPM – ET, VP, PD  Pay Committee – ET, VP, PD</p> <p>Agree outline of annual diary: The Chair summarised this was a 12 months plan, which needs to include H&amp;S checklist, which will be</p>	<p><b>The Standing Orders were ADOPTED</b>  <b>The meeting structure, FGB only, meeting monthly was AGREED.</b></p> <p><b>The Code of Conduct was AGREED. This will be signed by the Chair on behalf of the GB.</b></p> <p><b>001</b> – HU to be asked to confirm her agreement of the Code of Conduct.</p> <p><b>002</b> – All governors to return skills audit</p> <p><b>003-</b> TH to provide training session on Roles &amp; Responsibilities 01/12/20</p>

	<p>raised with the H&amp;S link governor. Rather than try to cover all business each meeting, each meeting will have a focus. AK talked through how he saw his HT report changing each month, to reflect the current focus.</p> <p><i>Q/. A governor questioned whether Ofsted readiness would also be a focus; specifically from a governor perspective and the evidence which the FGB will need to collate and provide at inspection.</i></p> <p><i>A/. AK considered that evidence should also be built upon in monitoring visits; the reports will form the evidence.</i></p> <p>Governors discussed how a school SEF, although not a legal requirement, might aid their appreciation of the current position. LF offered to co-ordinate the evidence from a governance perspective and it was agreed that the school and governors knowledge needs to dovetail.</p> <p>TH advised that Governor Training provide an Ofsted Readiness session; next session 19/11/20 at 1900 hours, via zoom; bookings via booking bug.</p> <p>vii Governor training – all to undertake DfE Prevent Training and send certificates to the Clerk.  <a href="https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html">https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html</a>                  AK has offered Safeguarding training for governors to attend; 4<sup>th</sup> January 2021, 0900 hours.                  TH Roles &amp; Responsibilities training – 01 December, 1800 hours and governors to meet thereafter for Ofsted Readiness planning.</p> <p>viii Governor visits / monitoring activity - TH questioned if there was a formal governor monitoring calendar.                  The Chair asked if TH could cover this under the roles &amp; responsibilities training.                  TH confirmed this could be added to the training and in the meantime would send to ET the Remote Monitoring Guidance.                  Considering remote monitoring, it was recommended that governors would be expected to ask for meetings with relevant staff via zoom, in between FGB meetings.</p> <p>ix Governor Action Plan – The Chair thanked TH for her work on the action plan and invited comments.                  TH explained the plan was designed to ensure a smooth transition from the IEB and move the GB forward. She recommended that now the website is live, a governor should be responsible for checking.                  VP confirmed that she had reviewed the new website and complimented its design and clarity. She advises that it was clearly under transition, but reference should be made on the site that information will be added shortly, as currently it does not comply.</p>	<p><b>004:</b> Clerk to circulate NGA '20 questions' and all to consider then meet to plan a way forward.</p> <p><b>005:</b> VP to undertake a website compliance review by the end of term.</p>
<p><b>10</b> i</p>	<p><b>School Improvement</b>                  Headteacher's Report Inc. Staffing, Premises &amp; Health &amp; Safety - AK highlighted:                  An update to the previous HT report has been provided, noting that two members of teaching staff have resigned; adverts have been placed and interviews planned.                  There were no issues arising from the pay review committee, other than an honorarium, which will be raised with the committee.</p>	

Target tracker has been purchased and teachers are being trained on its use. Governor log ins can be provided to access anonymised data. A questionnaire has been sent to pupils for pupil voice; results will be discussed at the next FGB. The children are running the Remembrance Day assembly, this will be videoed and posted on the website.

A SEND meeting will take place on 11/11/20, governors are invited to access the zoom meeting. This is a follow up from the parents meeting and development of the SEND strategy.

The Chair acknowledged the success of the parents meeting, which was well received; she complimented staff on the format and how SLT had reacted to the questions being raised, answering them in a timely way.

*Q/. Referencing the ASP data, a governor questioned if this was for information or discussion and were the 3 year trends taken into account.*

*A/. AK clarified the data was for information, as it is more useful to use live data. As there will be no data recorded for 2019-20, the bigger focus will be for pupils in school and whether they are making progress.*

*Q/. A governor referenced CPD and support plans and asked for clarification as to the numbers.*

*A/. AK confirmed that 3 support plans are being put in place.*

*Q/. A governor asked how accurate the writing moderation data is, given historical issues in this.*

*A/. AK clarified that it is variable; this has been a development area for teachers, with subject knowledge and practice of moderation being addressed.*

*Q/. A governor questioned if target tracker was being used as a diagnostic tool, or just for data.*

*A/. AK explained that target tracker has two sides to it; summative assessment and diagnostic gap analysis data.*

*Q/. A governor added that this can be used to help the teacher, but questioned what support is in place for teaching staff to utilise this.*

*A/. AK confirmed that training will be provided on its uses; part of the staff development programme involves coaching, training, new planning formats and expectations of complying with teaching standards. A significant amount of support is provided by SLT and within PPA time.*

*Q/. A governor observed the inconsistencies across teaching staff and queried how staff will use the data.*

*A/. AK explained SLT have the skills to improve the quality of teaching, bespoke training and coaching is in place for all staff.*

*Q/. A governor questioned if there is a formal monitoring schedule in place for teachers.*

*A/. AK confirmed there is. These are detailed on the subject plans.*

*Q/. Referencing the plans, a governor noted that both Writing and English plans are detailed, but SEND stops after half term.*

*A/. AK noted that this will be updated.*

*Q/. A governor questioned if the applicants for the teaching vacancies had potential.*

*A/. AK confirmed that it is likely 3 will be invited for interview.*

ii	<p>Q/. Referencing the English Plan, a governor asked if the impact was being captured anywhere and what this might lead to in future.                  A/. CMcN clarified that notes of drop ins and observations are made. Questionnaires have been sent to teachers and TAs and a meeting has been planned to review this information and carry out book looks later in the term.                  Q/. Referring to attendance, a governor noted that whilst the overall attendance is good, the persistent absence figure is high and should be addressed.                  A/. AK advised that it was unclear why this was so high; the questionnaire being sent to pupils may clarify why this might be, as it is thought vulnerable pupils may have been affected by COVID more than others, although absence is not directly related to COVID.                  Q/. A governor suggested this needs to be addressed and further analysis carried out; the expectation is that all pupils should now be in school, therefore the persistent absence figure needs to reduce.</p> <p>Safeguarding to include confirmation that all governors have read and agree to KCSIE 2020                  There was no further safeguarding information to report. The Chair reminded governors of the need to read through the KCSIE 2020 and CP &amp; Safeguarding policy and sign the form which the Clerk had circulated, to confirm they have read and agree to follow these policies.</p>	<p><b>006:</b> All governors to complete the KCSIE signature sheet and return to the Clerk.</p>
11	<p><b>Resources to support learning</b></p> <p>i Finance review – A report had been circulated with the HT report and the contents noted.                  ii School Policies: There were none for this meeting.</p>	
12	<p><b>Any other business</b></p> <p>A governor questioned when the Chair's 360° appraisal is planned, as this is not on the annual diary.                  TH suggested that given the GB cycle, this should be diarised in for the autumn term.                  Noting the number of reports received for the meeting, a governor questioned where questions should be directed in between meetings. AK confirmed that any questions on the reports should be emailed to him, which will either be answered at the FGB, detailed in the HT report or by return email.                  English Co-ordinator presentation to be added to the next meeting agenda.                  TH recommended that governors should look to make use of the IEB members who have taken on Associate Member roles, as they have agreed to take on the roles until Christmas.</p>	<p><b>007:</b> Clerk to add Chair's 360° appraisal to the annual diary</p>
13	<p><b>Plan dates for Governing Body Meetings</b></p>	
	<p>The next meeting is scheduled for Tuesday 15<sup>th</sup> December 2020, commencing at 1000 hours.                  The Clerk and Chair will liaise with the school to plan meeting dates for the spring and summer term and circulate.</p>	<p><b>008:</b> Clerk &amp; Chair to plan meeting dates.</p>
	<p>Meeting closed at 1215 hours.</p>	

**Actions list on next page**

**ACTIONS:**

No.	Action	Owner	Timescale
<b>IEB Actions from 29<sup>th</sup> January 2020</b>			
185	New PP document required once lockdown concluded. <i>Update AK to send headlines for PP strategy to FGB.</i>	AK	15.12.20
<b>IEB Actions from 28<sup>th</sup> February 2020</b>			
198	Contact county to undertake an assessment of the temperature of the classrooms upstairs, to enable a solution: <i>in hand &amp; under review.</i>	AK	Summer 2021
<b>IEB Actions from 18<sup>th</sup> October 2020</b>			
230	AK to share staff Roles & Responsibilities list with GB – roll forward	AK	15.12.20
<b>FGB Actions from 10<sup>th</sup> November 2020</b>			
001	HU to be asked to confirm her agreement of the Code of Conduct.	Clerk / HU	15.12.20
002	All governors to return skills audit	ALL	15.12.20
003	TH to provide training session on Roles & Responsibilities 01/12/20	TH / ALL	15.12.20
004	Clerk to circulate NGA '20 questions' and all to consider then meet to plan a way forward	Clerk / ALL	15.12.20
005	VP to undertake a website compliance review by the end of term	VP	15.12.20
006	All governors to complete the KCSIE signature sheet and return to the Clerk.	ALL	15.12.20
007	Clerk to add Chair's 360° appraisal to the annual diary	Clerk	15.12.20
008	Clerk & Chair to plan meeting dates	Clerk / Chair	15.12.20