



**Minutes of an FGB Meeting  
for Burwell Village College Primary School  
held on 25<sup>th</sup> September 2024.**

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| <b>Governors:</b>     | Antony Kern (Headteacher – AK), Steve Taylor (ST), Edris Tildesley (ET - Chair), Reena Appadoo (RA), Lauren Sewell (LS), Fiona Jackson (FJ), Tom Cock (TC), Martha Cannon (MC), Rhiannon Beal (RB) |
| <b>In attendance:</b> | none   |
| <b>Clerk:</b>         | David Barker   |

| Agenda Item. | Minutes.   | Decisions made/actions agreed.  |
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| <b>1.</b>    | <b>Welcome.</b>  |   |
|              | The Chair welcomed governors to the meeting.   |   |
| <b>2.</b>    | <b>Apologies for absence.</b>  |   |
| i.           | Receive apologies for absence.   |   |
|              | All governors were present at the meeting.   |   |
| ii.          | Consent/non-consent for absence.   |   |
|              | All governors were present at the meeting.   |   |
| <b>3.</b>    | <b>Declaration of direct or indirect pecuniary interest in any items on the agenda.</b>  |   |
|              | No direct or indirect pecuniary interests were declared.   |   |
| <b>4.</b>    | <b>Review of previous minutes of the FGB held on 17th July 2024.</b>   |   |
|              | <p>The following points were raised:</p> <ul style="list-style-type: none"> <li>That the third bullet point on p3 of the minutes should be moved to the confidential minutes.</li> <li>On p4 of the minutes the word 'of' should be replaced with the word 'or' so the sentence reads: 'expected levels or better'.</li> <li>On p7 of the minutes that 'Martha' should replace 'Matha' and 'Lauren' should replace 'Laura'.</li> </ul> <p><b>Action: For the clerk to amend the minutes.</b></p> | The minutes and confidential minutes of the FGB meeting held on 17 <sup>th</sup> July were approved with the proviso that these changes are made. |
| <b>5.</b>    | <b>Agreed Actions Update.</b>  |   |
|              | <p>Review of actions from the FGB held on 17th July.</p> <p>Action 1: Completed.</p> <p>Action 2: Completed.</p>   |   |

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|           | Action 3: Completed. The Chair and Vice-Chair had recently met to review the governors' skills audits and commented that the Governing Body had a wide range of skills, with no skills gaps evident.   |  |
| <b>6.</b> | <b>School Improvement.</b>   |  |
| i.        | <p>Headteacher's Report.</p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> <li>• For context, pupils in Reception who are likely to require SEN support have not yet been formally identified as such, as the group have been in school only a few weeks. It is likely that 5 pupils will be identified as requiring SEN support, 3 of whom will likely be in receipt of an EHCP.</li> <li>• There have been 4 additional pupils in Reception and a further 8 pupils (who have been admitted to classes across the school) have joined over the summer. The induction of these pupils is a task being undertaken. This process includes phonics assessments and the starting of early intervention groups.</li> </ul> <p><b><i>Governors wanted to know why there had been an increase in pupil numbers and which year-groups these pupils were joining.</i></b></p> <p>Governors were advised that this was due to a combination of factors:</p> <ul style="list-style-type: none"> <li>○ Families moving to the area.</li> <li>○ Children joining the school who did not receive their first-choice school.</li> <li>○ Pupils transferring to the school due to its good reputation.</li> <li>○ Some further admissions were expected.</li> <li>○ The pupils were mostly in Years 2 and 3.</li> </ul> <p><b><i>A Governor wanted to know whether the school received records from previous schools.</i></b></p> <p>Governors were informed that:</p> <ul style="list-style-type: none"> <li>○ The school did receive records, but that in the school's experience these were not always as accurate as they could be.</li> <li>○ That pupils can join the school with a variety of complicating prior arrangements in place at their previous school, such as temporary reduced timetables. These need to be queried as such arrangements require LA approval and parental agreement.</li> <li>○ There is a child in Reception who joined who has an EHCP Needs Assessment scheduled for October and another with ongoing medical needs.</li> </ul> <p><b><i>A Governor wanted to know whether suspensions are used to manage children with such needs in other schools.</i></b></p> <p>The Headteacher gave an overview of the reasons for suspensions, noting for governors that some pupils had been informed that they had been suspended and were not able to return to school until appropriate provision was in place. No pupils were suspended in this way from Burwell Village College Primary school.</p> <p><b><i>A Governor wanted to know how well the parents of the new admissions were engaging with the school.</i></b></p> <p>Governors were informed that most parents engaged well with the school although some were harder to engage than others.</p> <p><b><i>A Governor wanted to know whether pupil numbers were spread evenly across the classes.</i></b></p> <p>Governors were advised that this was so.</p> |  |

Continuing with the contextual update, the Headteacher informed Governors that a further 4 EHCPs were underway in addition to the needs identified in Reception.

***A Governor wanted to know if children come into Reception with EHCPs.***

Governors were advised that in some cases the children do, either because the child's needs are so great or because parents are supported to pursue an EHCP for their child.

***A Governor wanted to know if there was a way in which the school could support Pre-School settings in being better aware of the needs of the pupils in their care.***

Governors were informed that the school does give advice to pre-school settings, but that advice is not always followed-up. A further complicating factor is that the expectations of Pre-School are different to those in place in a Nursery, meaning that pupils can find the context of their provision less demanding in Pre-School.

***A Governor wanted to know the length of time it took for an EHCP to be given.***

Governors were advised that:

- The period between an EHCP request and the final awarding of an EHCP (if appropriate) should be 20 weeks. For some children this process has taken very much longer, and up to 52 weeks.
- This has taken much longer for some children as there is a lack of resources, such as Educational Psychologists, and a general lack of adequate funding in the system, to support the process adequately.
- The Headteacher gave an example of the staffing demands required to support a dysregulated pupil in the school recently. He commented that if other schools had more children than one dysregulated child, then the staffing implications would place a very considerable strain on the school.
- The Headteacher informed Governors that an advert had been placed for a new SEND TA which will be funded through the EHCPs that the school is expecting to be given to pupils.

Continuing with his update the Headteacher informed Governors that with regards to staffing:

- Mrs Ellerby will be returning to school in January.
- That Ms Fox will be returning to the school in May.
- That there had been a couple of resignations. The Deputy Headteacher will be leaving at the end of this term (31.12.24). A plan is in place as to how to manage her role across SLT and Mrs Ellerby be part of this plan. The Headteacher is envisaging that the two current Assistant Headteachers will come out of class full time with the Deputy Headteacher role/responsibilities being shared between these two Assistant Headteachers. This will bring benefits in that they will be able to spend time team teaching and promoting good practice. Governors commented that this will also help with the Headteacher's workload.

***A Governor wanted to know if there is planning in place for filling the Deputy Headteacher role.***

Governors were advised that this would be a decision for next year, when more information is known. Leaving the role open for the moment gives options in terms of future possible promotions.

***A Governor wanted to know if the planned joining of Mrs Ellerby to Y2 was proceeding smoothly.***

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|            | <p>Governors were informed that this is all in-hand and that there would be little disruption to existing arrangements.</p> <p>Continuing with the staffing update, the Headteacher informed Governors that Miss Bloomfield has also resigned and will be leaving at the end of this term. She is resigning due to having moved out of the area, making the journey to the school unviable. Miss Bloomfield’s Year group teaching colleague will support by offering stability and continuity to the Y4 teaching team. The Headteacher needs to decide whether Ms Fox will fill Miss Bloomfield’s role when she returns, and if so, this would mean that there would be the Spring term to manage. The Headteacher noted for Governors that staff are not leaving because they are unhappy and that the staffing of the school was stable overall.</p> <p><b>A Governor wanted to know the length of notice that teachers need to give.</b><br/>The Headteacher informed that teachers need to give roughly half a term’s notice to coincide with the end of a term.</p> <p>Continuing with the staffing update the Headteacher informed Governors that one of the well-being mentors will be leaving at the end of this term. The school is not looking to replace this role as other well-being mentors will be able to pick up the role of the leaving well-being mentor. Governors were made aware that this may have an implication for cover costs as the school may need to purchase more supply cover.</p> <p>The Headteacher informed Governors about timetabling arrangements for this term; MFL will be taught every half-term, on a rota basis. The MFL lessons, when being taught, will be carried out on a Friday morning.</p> <p><b>A Governor wanted to know when CPD for MFL was taking place.</b><br/>Governors were advised that this would be taking place next half-term. There are currently two native French speakers who can help to support staff.</p> <p><b>A Governor asked about safeguarding, wanting to know if social services had responded in a timely way to any concerns raised by the school.</b><br/>Governors were informed that no referrals for safeguarding issues had been made so far this term. Further, it was noted for Governors that staff attendance data will be available for Governors at the next FGB.</p> <p><b>A Governor wanted to know if staff attendance was improved from last year.</b><br/>Governors were informed that there was no improvement so far.</p> <p>Governors were further informed that there had been no exclusions this term so far.</p> |  |
| <p>ii.</p> | <p>School Development Plan<br/>The Headteacher introduced the SDP for 24/25 informing them of the following:</p> <ul style="list-style-type: none"> <li>• End of year outcomes had been detailed.</li> <li>• Actions to be completed are described in the document.</li> <li>• There is a CPD programme that supports achievement of the school’s objectives for the year that sits alongside the SDP, for example, the supervision programme. Some of the supervision time is given for tutoring with a focus on the high-attaining middle attainers in maths.</li> <li>• A key focus for the school is formative assessment with the emphasis being on teachers sharing evidence of children reaching learning objectives and goals.</li> </ul>  |  |

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|             | <ul style="list-style-type: none"> <li>• A governor suggested that sharing the timing of actions for parts of the SDP would be helpful as Governors could tie monitoring visits into these.</li> </ul> <p><b>A Governor questioned the breakdown of ethnicity on the table provided, querying the terms white-Asian and white-Caribbean.</b></p> <p>Governors were informed that the table is a standard one produced by Target Tracker.</p> <p><b>A Governor wanted to know how the pupil with diabetes is progressing.</b></p> <p>Governors were informed that the child is progressing well. She has an individual insulin pump so there is very little support required. Teachers monitor the pupil, and this monitoring is intensive at the moment at the beginning of the school year. The child is using a phone to help use the equipment she has, and this is passed onto staff. The school are encouraging the child to have a small bag with her so she can keep the phone with her at all times. 1-1 cover is not at this time needed. Overall, the situation is working positively, and the parents are happy with how their child is being supported in school.</p>   |  |
| <p>iii.</p> | <p>SEF</p> <p>An overview of the SEF was given, noting for Governors that:</p> <ul style="list-style-type: none"> <li>• The school judges itself to be outstanding in 3 areas; Quality of Education, Personal Development and Leadership and Management.</li> <li>• The school judges itself to be good in 2 areas; Behaviour and Attitudes and the Early Years Foundation stage.</li> <li>• Overall, the school evaluates itself as being good.</li> <li>• As context for the SEF, the Headteacher informed Governors that the SEF had been updated to reflect inspection feedback. Retention of learning was identified as an issue. The school is aware and addressing it.</li> </ul> <p><b>A Governor wanted to know how best they could support the school in its objective of helping pupils to retain knowledge over a period of time.</b></p> <p>Governors were informed that:</p> <ul style="list-style-type: none"> <li>• CPD has taken place to address this issue. A PowerPoint of this CPD can be forwarded to Governors for their information and to support their visits to the school.</li> <li>• The strategies in place include; the importance of recaps of learning, and asking children what they learnt today, yesterday, last year.</li> <li>• Governors suggested that they could collect a bank of evidence during their visits.</li> </ul> <p><b>A Governor asked about catering; are the new caterers delivering what they said they would deliver?</b></p> <p>The Headteacher confirmed that the caterers were delivering what they agreed. The take-up of school dinners is no greater currently than previously, although this may change over time. The hot sandwiches are being very well received.</p> <p><b>A Governor wanted to know if Y6 were helping with the salads at lunchtime.</b></p> <p>Governors were informed that has not happened yet and they will need training to take place before this strategy is implemented.</p> <p><b>A Governor queried the meaning of the colour coding on the SDP.</b></p> <p>Governors were informed that blue represented actions, green represented outcomes, and orange represented previous SDP issues that otherwise might be forgotten. Governors commented on the brevity of the SDP, praising its succinctness and how easy it was to understand. It was understood by all Governors that further detailed action plans were in place alongside the SDP.</p> |  |
| <p>7.</p>   | <p><b>Governor Business</b></p>   |  |

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| i.  | <p>Governing Body Membership.</p> <p>Governors discussed governor recruitment strategies, the key points of this were:</p> <ul style="list-style-type: none"> <li>• An advert went to Clunch.</li> <li>• The Vice-Chair has been in communication with parties interested in joining the Governing Body.</li> <li>• 3 parents have shown interest in joining the Governing Board. Their interest has been welcomed however, these parents have to be informed that there are currently no vacancies on the Governing Board for parent governors and that they should try again later.</li> <li>• 2 other interested parties applied, one of whom is away currently and another who has not replied to emails sent.</li> <li>• Governors were asked to inform the Governing Body if they were aware of any potential governors.</li> </ul> <p><b><i>A Governor asked if it would be worthwhile advertising in the surrounding areas.</i></b></p> <p>Governors commented that this should be investigated. And that it was important that the right person was found.</p> <p>Governors discussed membership of the Governing Board.</p> <p>The Chair had received a letter from the LA, stating that her term of office as the LA Governor would be coming to an end soon. It was asked if there were any objections to her remaining as Chair pending LA approval of an extension to her Term of Office. This was agreed by all.</p> <p>There was some discussion about the make-up of the Governing Board and whether it matches the Instrument of Government. It was concluded that the Instrument of Government had been updated for there to be places on the Board for 10 Governors.</p> <p><b>Action: For the Headteacher to ensure that the most recent version of the Governing Body's Instrument of Government is placed on the school's website.</b></p> <p><b><i>A Governor asked if any governors planned to attend the termly briefing.</i></b></p> <p>Two or three governors commented that they would be attending the termly briefing.</p> | Edris Tildesley to remain as Chair pending LA approval of an extension to her Term of Office. |
| ii. | <p>Governor Visits feedback from Autumn term monitoring visits.</p> <p>There had been no Governor visits so far this term.</p> <p><b><i>A Governor wanted to know what the procedure was for Governor visits to the school.</i></b></p> <p>The Chair offered to discuss this with the Governor after the meeting.</p> <ul style="list-style-type: none"> <li>• The Community Links Governor gave an update, informing Governors that: <ul style="list-style-type: none"> <li>○ Contact with FoBVCP has been made. FoBVCP are seeking more involvement with the school and the Community Links Governor is seeking to arrange a date for a meeting to develop a plan for joint school and FoBVCP events.</li> <li>○ The FoBVCP are seeking more volunteers, and it was discussed that perhaps some of the parents who were interested in joining the Governing Board might be interested in this.</li> <li>○ Options for joint events were discussed including the use of the school premises for a film and a school disco. The school reported that their previous experience of holding a school disco had not been a good one, so they were reluctant to host one again, but were open to other ideas.</li> </ul> </li> </ul>  |   |

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|           | <ul style="list-style-type: none"> <li>○ The Vice-Chair commented that he, and perhaps other Governors, would be happy to supervise such events.</li> <li>○ The next stage is to consult, and develop plans, with the FoBVCP.</li> <li>● Governors discussed the monitoring plan for this term: <ul style="list-style-type: none"> <li>○ TC would visit to monitor Maths (focus higher attaining pupils).</li> <li>○ LS would visit to monitor MFL in the second half of the Autumn term.</li> <li>○ RA would visit to monitor Science in the Spring Term (consistency of practice) and will organise an Art visit.</li> <li>○ RA and TC would visit to monitor tutoring and for RA to combine this with a H+S visit. This visit would take place on a Friday morning but not 8.11.24.</li> <li>○ FJ will visit to monitor EYFS and transitions from EYFS to Y1.</li> <li>○ ET to visit to monitor SEND as part of an Inclusion visit and can also support with the EYFS visit.</li> <li>○ MC would visit to monitor music and geography after half term.</li> <li>○ The Headteacher will liaise with the school's School Improvement Advisor to link in with some of the above visits.</li> <li>○ Pay Committee: this is comprised of the same group as previously and a date will be arranged for them to meet.</li> </ul> </li> </ul> | It was agreed to update the Governor visit report template to include retention related questions for governors to ask. |
| iii.      | <p>Governor Handbook</p> <ul style="list-style-type: none"> <li>● Governors were reminded that the Governor Handbook has been updated and to please let the Chair or Vice-Chair know if anything had been omitted.</li> </ul>  |   |
| iv.       | Governors Annual Statement   | It was agreed that the Annual Governance Statement for 2023/24 should be submitted to the LA.                           |
| v.        | <p>KCSiE</p> <ul style="list-style-type: none"> <li>● Governors were reminded that they must sign to confirm that they have read and understood KCSiE 2024.</li> </ul>   |   |
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| <b>8.</b> | <b>Finance</b>   |   |
| i.        | <p>Budget Monitoring Report.</p> <p>Governors were informed that:</p> <ul style="list-style-type: none"> <li>● The SBS migration did not happen over the summer, but last week. The school have been given a login but there are problems accessing the system.</li> <li>● This means that the Governors will not have had the opportunity to review the finances of the school for 4 months.</li> </ul>   |   |

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|           | <p><b>A Governor wanted to know what the alternative plan was, for cases such as these.</b><br/>Governors were informed that:</p> <ul style="list-style-type: none"> <li>○ There is a separate system in place, so the school does have some information.</li> <li>○ Although day to day spending is still taking place, this system does not help to calculate the financial implications of strategic decisions made, or those that need to be made, by the school and Governing Body. The Headteacher expressed his greatest concern was staffing; he is unable to precisely know the financial implications of potential staff changes (previously discussed).</li> </ul> <p><b>A Governor asked if there were potential HR issues relating to the advertisement of a role of a member of staff who's fixed term contract had come to an end.</b><br/>Governors were advised that this was not case as the member of staff was on a short-term contract.</p> <p>Governors discussed the idea of adopting the GovernorHub platform as a tool for the Governing Body.<br/>It was agreed that the Clerk will investigate the cost of using the GovernorHub platform and for the Governing Body give the platform a trial if the costs are reasonable.<br/><b>Action: For the clerk to investigate the costs of the GovernorHub platform and report back to Governing Body at the next meeting.</b></p> <p><b>A Governor wanted to know what the school's plans were for Christmas performances.</b><br/>Governors were informed that there would be a Nativity in Reception and songs in the playground but no big Christmas production.</p> <p><b>A Governor wanted to know when the holiday club would be in operation.</b><br/>Governors were informed that this is likely for the Easter holidays, and this would depend upon the site manager's availability. Governors requested that once the dates and arrangements for such a club are known that this information is communicated to parents. This was agreed.</p> |  |
| <b>9.</b> | <b>Policies</b>   |  |
| i.        | <b>BVC specific policies</b>  |  |
| a)        | <p>Email protocol.<br/>A Governor expressed the view that, with regards to section 2.5 'when to use other methods of communication', sometimes there needed to be an email to follow up an HR discussion (for example). It was suggested that such confidential items be placed in an attached letter to the email. The discussion concluded with agreement that the first line of section 2.5 be amended so it reflects best practice.</p>   | <p>For the first line of section 2.5 to be amended so it reflects best practice. With the proviso that this change is made, the email protocol was approved for use.</p> |
| b)        | <p>Lettings policy<br/>This policy will be considered at the next meeting.<br/><b>Action: For review of the Lettings Policy to be an agenda item at the next FGB.</b></p>   |  |



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| c)  | Physical intervention policy and record.  | The Physical Intervention and record were approved by the Governing Board.   |
| d)  | Health and Safety.<br>There was some discussion with regards to how the guidance in the Health and Safety policy for return to school in cases of vomiting and diarrhoea differs from that in the Attendance policy. It was agreed that the Health and Safety Policy and the Attendance policy should align.<br><b>Action: For the Headteacher to ensure that both the Attendance Policy and the Health and Safety policy were consistent in their guidance for returning to school in cases of diarrhoea and vomiting.</b> | With the proviso that these changes are made to the policies, the Health and Safety Policy was approved by the Governing Body. |
| e)  | Governor allowances.  | The Governor Allowances policy was approved by the Governing Body.   |
| f)  | ICT acceptable use  | The ICT AUP was approved by the Governing Body.  |
| g)  | First aid   | The First Aid policy was approved by the Governing Body.   |
| ii. | <b>LA Policies.</b>   |  |
| a)  | Safer recruitment   | The Safer Recruitment policy was approved by the Governing Body.   |
| b)  | Intimate care<br>This policy will be considered at the next FGB meeting.<br><b>Action: For the Intimate Care policy to be an agenda item at the next FGB.</b>   |  |
| c)  | Safeguarding  | The Safeguarding policy was approved by the Governing Body.  |

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| d)  | Attendance   | The Attendance policy was approved by the Governing Body. |
| e)  | Admissions   | The Admissions policy was approved by the Governing Body. |
| 10. | What impact is the GB having on vulnerable groups?   |   |
|     | Governors commented upon the following: <ul style="list-style-type: none"> <li>• There had been a wide-ranging discussion on the needs of pupils in the EYFS.</li> <li>• There had been discussions relating the employment of a further TA.</li> <li>• There had been discussion relating to interventions for pupils.</li> <li>• Governor monitoring systems and processes had been established for the term.</li> </ul> |   |
| 11. | AOB.   |   |
|     | No other business was raised.  |   |
| 12. | Date of the next meeting.  |   |
|     | 20 <sup>th</sup> November at 5.00pm.   |   |
| 13. | Meeting close.   |   |
|     | The meeting closed at 7.00pm.  |   |

**ACTIONS:**

| <b>Actions arising from this meeting held on 25<sup>th</sup> September 2024.</b> |  |              |                  |
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| <b>No.</b>   | <b>Action</b>  | <b>Owner</b> | <b>Timescale</b> |
| 1.   | For the clerk to amend the minutes.  | Clerk.       | Completed.       |
| 2.   | For the Headteacher to ensure that the most recent version of the Governing Body's Instrument of Government is placed on the school's website. | Headteacher. | 25.10.25         |

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| 3.         | For the clerk to investigate the costs of the GovernorHub platform and report back to Governing Body at the next meeting   | Clerk.                 | 20.11.24 |
| 4.         | PowerPoint of retention of learning CPD forwarded to Governors   | Head                   | 20.11.24 |
| 5.         | Update the Governor visit report template to include retention related questions for governors to ask.   | Head                   | 20.11.24 |
| 6.         | For review of the Lettings Policy to be an agenda item at the next FGB.  | Chair and Headteacher. | 20.11.24 |
| <u>75.</u> | For the Intimate Care policy to be an agenda item at the next FGB.   | Chair and Headteacher. | 20.11.24 |
| <u>86.</u> | For the Headteacher to ensure that both the Attendance Policy and the Health and Safety policy were consistent in their guidance for returning to school in cases of diarrhoea and vomiting. | Headteacher.           | 11.10.24 |