



**Minutes of an FGB Meeting
for Burwell Village College Primary School
held on 26th March 2025.**

Governors:	Edris Tildesley (ET - Chair), Steve Taylor (ST- vice chair), Antony Kern (AK- Headteacher), Reena Appadoo (RA), Rhiannon Beal (RB), Martha Cannon (MC), Tom Cock (TC), Fiona Jackson (FJ), David Sanders (DS), Lauren Sewell (LS).
In attendance:	Karen Taylor, School Business Manager (SBM).
Clerk:	David Barker.
Quoracy:	The meeting was quorate.

Agenda item.	Minutes.	Decisions made/ actions agreed.
1.	Welcome.	
	The Chair welcomed governors to the meeting.	
2.	Apologies for Absence.	
	All governors were in attendance and consequently there were no apologies for absence.	
3.	Declaration of direct or indirect pecuniary interest in any of the following items	
	No such interests were declared.	
4.	4. Review of previous minutes.	
		Decision: the Non confidential minutes of the previous meeting were approved. Decision: the Confidential minutes of the previous meeting were approved
5.	Agreed Actions Update.	
	<p>i. Sports funding should be included in the agenda for the next meeting. Action completed and closed.</p> <p>ii. LM to report back to governors presenting assessment outcome data from previous years. This action will be carried over to the next FGB meeting 21.05.2025.</p>	Action: For LM to report to governors presenting assessment outcome data from previous years.

	<p>iii. For the Headteacher to map out curriculum priorities that governors can focus for their visits. This action will be carried over to the next FGB meeting 21.05.2025</p> <p>iv. DS to undertake Safeguarding training. Action completed and closed, and FJ confirmed that she also had undertaken Safeguarding Training.</p>	<p>Action: For the Headteacher to map out curriculum priorities that governors can focus on for their visits.</p>
6.	School Improvement.	
	<p>i. Progress report. The Headteacher's report had been uploaded to GovernorHub prior to this meeting and questions were invited about the report.</p> <p>Question: a governor wanted to know if children could be removed from the Pupil Premium register. Governors were advised that they could, however these children would remain eligible for the Pupil Premium grant as they will have been recorded as eligible in the past 6 years and would be classified as 'Ever 6'.</p> <p>Question: a governor wanted to know whether any additional support is provided for Looked After Children (LAC) or whether their needs are being met with existing provision? Governors were advised that the school feels that their needs are being met. The school have had 6 LAC for a while and the Special Educational Needs Coordinator (SENDCo) meets with parents every year asking them if there's anything specific the school could offer to support their child. Where possible, these suggestions are followed up and provision is put in place, an example of which would be attachment training.</p> <p>Governors were informed that:</p> <ul style="list-style-type: none"> For staffing after Easter, the school is losing Rebecca Wilding who has found another role. Bethany Fox is returning to teach Tuesday to Friday. A student teacher, Helen O'Neil will be working at the school and will be qualified by the end of the summer term. Appointments have been made for September, with 2 Early Career Teachers (ECTs) and one experienced main scale 6 teacher who will replace Lucy Springett and various other staff movements might take place. Teacher placements for 2025/2026 will be known by May half term so all teachers can have time to reflect. <p>Question: a governor wanted to know how many ECTs there would be in the school in September. Governors were advised that there would be 3 ECTs in the school at the start of the next academic year.</p>	

	<ul style="list-style-type: none"> Staff absence for the Spring term shows an increase however this is accounted for by a specific issue that is now resolved, The Headteacher is confident that the numbers will improve. <p>Safeguarding.</p> <p>Question: a governor wanted to know what actions the school is taking to address the parenting capacity issues identified in the Headteacher report.</p> <p>Governors were advised that this usually involves difficult conversations. Some parents claim their child has ongoing medical issues.</p> <p>Question, a governor wanted to know if pupil attendance has decreased this term and wondered if this was a cause for concern.</p> <p>Governors were informed that this is not a concern and provided updated data showing that current attendance is 95.9 % which is above national values. There are a couple of children who are severely/persistently absent, one has a part-time timetable agreed by the county and has regular meetings and an improvement plan in place. A notice to improve has been issued to another pupil.</p> <p>Question: a governor wanted to know why the cumulative attendance rate is falling.</p> <p>Governors were advised that the cumulative attendance rate would always be falling as there is usually 100% attendance on the first day of term and cumulative attendance will fall from that point.</p> <p>Governors were further advised that:</p> <ul style="list-style-type: none"> Two bullying incidents have been reported to governors. INSIGHT is in place and ready for training in the summer term. The school is seeing an increase in the numbers of higher attaining pupils, with Year 5 being an anomaly. The school is working to understand why higher attaining pupils have not been included in Year 5's data. Training took place last week focusing on the School Development Plan (SDP) priority of improving vocabulary and there is now clarity of expectations for vocabulary teaching in every year. The Headteacher encouraged governors to arrange a school visit to review this aspect. For the personal development aspect of the SDP, there has been some work on developing roles and responsibilities. For the Early Years Foundation Stage (EYFS) development has been difficult but worthwhile, and these have seen a significant improvement in the quality of provision and significant changes since Autumn. The 	
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	<p>Headteacher encouraged governors to arrange a school visit, next term, to review this aspect.</p> <ul style="list-style-type: none"> Pupil participation in learning appears to be evidently increasing, and the school is listening to teachers as to what is working and will agree the most effective strategies to take forward. 	
7.	Governor business.	
	<p>i. Curriculum visits.</p> <p>FJ: had carried out EYFS visit with a focus on reading and phonics. Teachers discussed with her that it would be helpful to them if another member of staff could complete the Special Educational Needs and Disability (SEND) documentation required. Governors were advised that this is a role for the class teacher and the teachers had had significant training and support</p> <p>RA: had visited with a focus on handwriting and she went through in detail the objectives and models used by the school and reviewed exercise books during her visit. Lee Mayes was very positive.</p> <p>PD: commented how wonderful it was to see the work that the leader for this aspect (Katie Mansfield) has completed. Children have job descriptions and there are lunchtime helpers. Children are pleased to have responsibilities and this is tracked.</p> <p>TC: a Maths visit will be arranged for next term. He was informed in September of planned actions to improve maths over the year and following these up will be a focus as well as exploring provision for higher attaining pupils.</p> <p>ET: has carried out a range of visits. It was positive to see the supervision sessions for reading and how staff valued these as well as how the children could see the ways in which they were improving.</p> <p>DS: has visited with a Special Educational Needs and Disability (SEND) focus. He had a very useful meeting although has suggested that the levels of resourcing at the SENDCo level for school of this size should be reviewed. For the next visit there will be a focus on Year 6 children and their transition to Year 7 with a view to learnings that could be applied to Year 5.</p> <p>Planning visits for the rest of this year:</p> <p>TC: will carry out a Maths visit and behaviour as well as one for attitudes and pupil engagement.</p> <p>ET: will visit with a focus on reading and Pupil Premium.</p> <p>LS: will visit with a focus on personal development</p> <p>RA: will visit with a focus on art.</p> <p>MC; will visit with a focus on PE.</p> <p>The school requested governor support during SATs week. They would like 2 adults to attend on the 12th of May as readers or question answerers. There are 3 sessions. Governors volunteered.</p> <p>12th May, 8.45-10.15 ET and LS will support.</p> <p>14th May, 10.30- 1130 FJ and ST will support</p>	

	<p>15th May, 8.45 – 10.15 RA and ST will support.</p> <p>Website review. The Chair has carried out an initial review of the website prior to carrying out a full review later. The Chair noticed that some governors' details need updating e.g. DS. and there are several issues that need resolving.</p>	<p>Action: for the Chair to complete a website check and report back to governors about her findings.</p>
8.	8. Finance.	
	<p>Budget. BMR and ii. Year-end projection. Governors were informed of the following:</p> <ul style="list-style-type: none"> For the end of the financial year 2024/2025, income was around £2.3million and the school has spent close to £2.4million but had a healthy carry forward previously. There is a revenue carry-forward for next year of around £190,000 which is around 9% of the school's budget. The LA suggest that a carry-forward of between 5%-8% is appropriate although the Headteacher would prefer this to be in the 8%-12% region. Projections from previous Budget Monitoring Reports (BMRs) were showing a carry-forward in the order of £250,000. The difference between projected and actual carry forward is attributed to the fact that the LA had given the school incorrect advice about rates, income and expenditure. The carry forward puts the school in a good position. For the capital budget, there is a carry forward of £37,309. <p>Question: a governor wanted to know if the school had any long-term plans for spending this money? Governors were advised that only £8,000 can be carried forward within a 5-year period, which has been the case, and no claw back has been applied. A further £8,000 will be allocated to next year's budget and this will be used to fund purchasing related to computers, laptops, library resources (part funded by PTA and school) and a sensory room. These expenditures will amount to approximately £30,000 of the capital funding spent.</p> <p>Question: a governor wanted to know could the capital budget be spent on general decorating? Governors were advised that capital funding cannot be used for this purpose.</p> <p>Question: a governor wanted to know if any thought had been given to having solar panels</p>	

	<p><i>fitted and thereby reducing future spending on energy.</i></p> <p>Governors were advised that solar panels were already in place. The school has investigated the possibility of installing heat pumps, but the initial layout would be too large for this to be feasible.</p> <p><i>Question: a governor wanted to know if the roadway to the carpark could be resurfaced using funds from the capital budget.</i></p> <p>Governors were advised that this could be considered and can be explored but may be quite costly. Governors suggested that perhaps the print centre and nursery might have to contribute to the road's upkeep. The Headteacher will explore this.</p> <p>iii. Draft budget.</p> <p>The SBM discussed the budget report, informing governors of the following:</p> <ul style="list-style-type: none"> • The framework for next year's budget being presented to governors has been created in discussion with the Finance link governors and the headlines are being presented here for governors to review. • A funding grant has been received for the National Insurance increases. This was set at £33,000 but is now at £35,000. There was a lack of certainty as to whether these funds will be enough as it has been allocated on pupil numbers and may change through the year. Consequently, there is some uncertainty about the impact of this upon accounting for payroll purposes. • Pupil funding has increased by around £7/pupil leading to an additional £8,000, and probably to £10,000-£15,000 additional every year for the next 3 years-dependent upon pupil numbers. It might be that Reception intake numbers increase, or there may be in-year movement. This would need to occur by the October census for this to have a budgetary impact. Overall, Burwell Village College Primary (BVCP) is a large school that is running on relatively low pupil numbers. <p><i>Question: a governor wanted to know if there was pupil movement in schools in the local area that is impacting upon the school.</i></p> <p>Governors were advised that some local schools are full for example Exning and Soham. The housing estate development would begin to make a difference to pupil numbers.</p> <p>Governors were made aware that the school's pupil intake numbers would imply that the school was a one and a half form entry school. A falling roll and smaller budget will lead to questions from the LA as to why the school is not mixing Years 3 and 4 as well as Years 5</p>	
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and 6 classes and why they are not reducing the number of teachers.

Question: a governor wanted to know if the school is prepared for these questions.

Governors were advised that mixed-age teaching is not a problem, although the perception of this may be an issue as this approach had been something tried previously in KS1 and was not well received by parents. Mixed-age teaching does have implications for curriculum structure and for teaching core subjects such as maths where there are specific aspects to be taught in each year group. The school will have to have a plan. Mixed- age group teaching could be a vicious cycle, for as soon as class mixing happens parents may prefer to have their children educated in single year group settings. The key will be to keep the intake above 46 in number. When the building development starts this could make a difference.

- Some High Needs Funding is being lost due to pupil movement, but the school has applications in the system that are awaiting approval, and this area is difficult to forecast as the needs of the Reception intake are not yet fully understood.
- The Pupil Premium funding figure has risen slightly, increasing by £2,925 which has been incorporated into this budget and for the budget for the following years, but falling rolls in future will impact on this and will likely lead to less Pupil Premium funding in the future. The government is making it more difficult to qualify for Pupil Premium funding, so this may drop over the next few years.
- Lettings will be the same this year as for previously. The school are increasing the day rate in line with the increased costs of utilities, but this will not be a significant change to the school's budget.
- Income from adult/ pupil meals is calculated on current data. The pupil uptake of meals is stable and improved with a new catering company with better food and choice of food available. There is an increase in the cost paid to the company allocated in the budget. There is a need to market school meals to KS2 to promote their uptake.
- Additional grants for PE grant/Universal Infant Free School Meals have been set at last year's figures as there have been no updates to these.
- Teaching staff pay is based on current teaching staff and there is an anticipated pay increase of 3% for next year and a 2% increase for the following year. The cost of long-term supply for summer term has been included and offset against teaching staff pay.

Question: a governor wanted to know with regards to support staff pay if this was mirrored in the staffing structure in the school

Governors were advised that most support staff are at the top of the pay scale and there is no scope for increasing the numbers of teaching assistants as a result and no increase in number of hours. Incremental pay progression for teachers has been built in.

Question: a governor wanted to know if the allocation of 3 days full time equivalent (FTE) for the Special Educational Needs Coordinator (SENDCo) was enough and whether this should be reviewed for the mid and long term.

This was agreed as a priority.

- Some recruitment costs have been built in for next year, but none for this.
- The development and training budget is allocated for items such as Designated Safeguarding Lead (DSL) training, EPI pen training, Early Career Teachers (ECTs) and writing moderation.
- Staff related insurance was £12,000 and is now £5,000. This reduced rate for 25/26 is a consequence of a payout under the scheme.
- The building maintenance element of the budget is allocated for such items as School Level Agreements (SLAs), repairs, air conditioning and this is a consistent amount as SLAs have been held steady.
- For the cleaning contract and for some other contracts 3% has been added where appropriate.

Question: a governor wanted to know why it is that the school estimates an increase in costs but not similarly for income.

Governors were advised that the income part of the budget is built from data from the LA which is based on assumptions about pupil numbers. School income drops over 5 years as pupil numbers drop.

- For the grounds maintenance element of the budget an increase has been added for contract cleaning, water and sewage. There is an increase in energy charges, but the school believes these charges are competitive.
- The other occupation costs element of the budget relates to health and safety items.
- For learning resources and curriculum, a PE element is included. Governors commented that subject leads have used their budgets well and funding for the future curriculum budgets will focus on those areas that require it.
- Broadband provision has moved to RM Education and the costs for this will be higher for this year but will

	<p>stabilise over the 3 years of the contract. A procurement exercise was undertaken to secure this figure which is substantially less than it would have been with the current provider.</p> <ul style="list-style-type: none"> • The IT resources element of the budget will fund curriculum software and licences. • Every element of the budget has been reviewed closely, and questions have been asked about whether each budget heading is needed. • The Administrative supplies relate to sundries for example paper. • Insurance premiums have increased by nearly £3,500 this year, with costs per pupil rising from around £18.00 per pupil to around £24.00, which makes a significant difference, and this was a surprise decision by the LA. • The catering element has included an element of Free School Meals (FSM) and kitchen maintenance. The UIFSM grant does not cover the cost of FSM for KS1. Funding that the school receives for FSM in KS2 is allocated on the number of KS2 pupils eligible for the Pupil Premium grant. The funding is included in the general funding allocation, so the school also must use the revenue allocation to fund this spend, essentially subsidising school meals. Money from the charging for meals is an attempt to balance the two. <p><i>Question: a governor wanted to know if the school could allocate any of this from the Pupil Premium grant allocation.</i></p> <p>Governors were advised that it could not come from pupil premium money but essentially the two figures come from the same revenue balance.</p> <ul style="list-style-type: none"> • Agency supply staff includes cover for Friday Preparation, Planning and Assessment (PPA) time and supply for the summer term, part of the costs of which does come out of the Pupil Premium grant. • The bought in professional services element includes swimming which costs about £10,000/year and is a significant expense and also includes Financial Advisor support from the LA. • The school will be overspending by about £72,000 for next year which means there will be a projected carry forward of around £120,000 at the end of the next financial year. This will have implications for the following year's budget which is projected not to balance and therefore this year some decisions will need to be made. 	<p>Decision: the Governing Board approved the school's budget for submission to the LA.</p>
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	<p>Question: a governor wanted to know if Friday Continuing Professional Development (CPD) time will be lost?</p> <p>Governors were advised that this would not be the case as the funding for this is ring-fenced from Pupil Premium funds which needs to be spent in any case. The main issues to consider would be how to manage PPA for part-time staff, recruitment of additional staff, the need for a full-time SENDCo or role of an assistant SENDCo in the staffing structure.</p> <p>Governors thanked the SBM, the Headteacher and the Finance Link governors for their work on the budget.</p> <p>iv. Sports Premium funding.</p> <p>Governors were advised of the following:</p> <ul style="list-style-type: none"> • Last year the Sports Premium funding allocation was overspent due to costs of transport and greater costs of The Trim Trail than were foreseen. • There is a plan in place for next year even though it's not known when the funding will be coming through. The plan for spending the Sports Premium Funding is to focus on providing storage for PE lessons and play leaders, this will probably be the most significant spend but will only take place once the funding is in place. <p>Question: a governor wanted to know about swimming and where this fitted.</p> <p>Governors were advised that the costs of swimming cannot be paid out of Sports Premium Funding and only applies to the Year 6 top up. Swimming has been cancelled for Year 2s, and the school is working on accessing a pool which is proving a challenge. Bottisham is unable provide any swimming coaches. Year 6 will be able to go to Bottisham provided the swimming coaches/teacher issue is resolved.</p> <p>Question: a governor wanted to know if there was any consequence of the above for the school.</p> <p>Governors were advised that the risk is that they would not be able to fulfil the swimming aspect of the National Curriculum. Swimming 'top-ups' take place in Year 6.</p> <p>Question: a governor wanted to know how the school knows which children require additional swimming in Year 6.</p> <p>Governors were informed that information is gleaned from residential water-based activities along with discussions/information from parents.</p> <p>Governors were informed that the school has looked at many options for resolving the swimming issue including the use of local pools and a pop-up pool. There are</p>	<p>Action: that details of the impact of Sports Premium Funding be provided at the final FGB of this academic year (16.07.25).</p> <p>Decision: Governors approved the SFVS document for submission to the LA.</p>
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	<p>logistical, timing and organisational issues to resolve with regards to swimming.</p> <p>v. SFVS</p> <p>The Finance Link governors introduced the checklist that governors need to submit to the LA, informing governors that the checklist has been updated from last year's with the same practices and processes in place however the policies have been updated among other items.</p>	
9.	Policies	
	<p>The Educational Visits Policy.</p> <p>This policy has been slimmed down to make educational visits easier. There had been a query about medication for First Aid and no statement is required in the policy regarding First Aid.</p>	Decision: Governors approved the Educational Visits Policy for use by the school.
10.	10. Safeguarding	
	<p>a. Prevent training.</p> <p>Governors were asked to carry out the online DfE Prevent training and this should be done annually.</p> <p>b. Safeguarding procedures.</p> <p>Safeguarding procedures been reviewed in the light of possible risks to school. Governors decided to return to this issue at the next FGB 21.05.25 so governors could carry out a review of the procedures. The school will discuss any suggested changes and implementation strategies prior to this meeting.</p>	<p>Action: for governors to access the link to the online DfE Prevent training course and to complete the training by the next FGB 21.05.25.</p> <p>Action: for the school's Safeguarding procedure document to be an agenda item at the next FGB 21.05.25.</p>
11.	Health and safety update	
	<p>Governors were advised that:</p> <ul style="list-style-type: none"> The LA inspected Health and Safety practices at the school last November (2024). Overall, the evaluation rating came out as 90%, which means here is a high degree of compliance. There is an action plan in place. It would be helpful to have an update to these actions in the next Headteacher's report. One aspect related to Health and Safety training is that it would be worthwhile someone from the teaching team or office staff to be trained in this aspect. 	<p>Action: for the Headteacher to include in his report for governors at the next FGB meeting 21.05.25 a report on the progress of the Health and Safety action plan.</p>
12.	Dates of foci of planned meetings.	
	<p>21.05.25: Strategic Overview, Progress Update</p> <p>16.07.25</p>	Decision: governors approved the

	The Headteacher discussed a proposed school calendar for 2025/2026 to include training day dates. DS offered his apologies for the next FGB meeting.	school calendar for 2025/2026.
Meeting closed	The meeting closed at 19.10.	

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