

Minutes of FGB Meeting for Burwell Village College Primary School Held on Tuesday 2nd May at 1700 hours

Governors:	Antony Kern (Headteacher – AK), Stephen Taylor (ST), Edris Tildesley (ET - Chair), Mary Barnes (MB), Reena Appadoo (RA) (joined remotely) Tom Cock (TC), Lauren Sewell (LS) arrived at 17:12. Rhiannon Beale (RB)
In attendance:	Colette McNally left at 18:11, Karen Taylor – School Business Manager (left at 17:20)
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	Welcome The GB was quorate based on the number of governors in post.	
2.	Apologies for Absence i. Receive apologies for absence: ii. Martha Cannon, Consent/Non-consent to absence Consent given as above	
3	Declaration of direct or indirect pecuniary interest in any of the following items None declared	No declarations for items on this agenda were made.
4	Minutes of last FGB meeting(s): 28th March 2023 i To approve the minutes of the FGB meeting 28 th March 2023	Minutes of FGB meetings 28 th March 2023 were APPROVED and duly signed by the Chair.
5	Agreed Actions Update Item 116 carried over to FGB meeting on 13 th June 2023	
6	Finance i. Budget Submission 2023/24 for ratification The School Business Manager presented the budget and reiterated that the carry forward would be £591,000, out of that some money has been moved onto new budget lines totalling £56 000 to cover already committed spends. An additional £48 000 has been identified for items the school would like to make purchase outside standard budget items. On the report it records that the budget will move towards being in deficit by 2024/25 the system generates staff salary increases etc, the LA funding is not yet set moving forward so this is an unknown factor.	

Duly approved by the FGB and signed by the Chair E Tildesley Date 13th June 2023

<p>The Head and the Business Manager were comfortable that the prediction would not amount to the school being in deficit in 2024/25 and that there were areas of the budget that could be adjusted i.e., staffing structure, pupil numbers, LA funding.</p> <p>Q./ A governor asked - If there is a wish list of current things to spend the money, is this prudent to spend the carry forward now? A./ The Head stated - Whilst it might seem counter intuitive, the school was in the same position last year and carried on with a wish list spend and the school has a healthy carry forward going into the next financial year.</p> <p>Q./ A governor noted that there appeared to be a large sum (£18,000) sitting in the maths budget and asked - is this correct? A./ The School Business Manager stated that this was an error in the input of the figures – It should read £1852.00 and this will be corrected once the system has reopened.</p> <p>The finance link governor made the point that the income coming into the school in future years is the unknown factor, but the spend is measured.</p> <p>The School Business Manager informed the governors that the school financial end data had been submitted to County for first approval and had been accepted in its current format.</p> <p>The governing body were in full agreement to ratify the school budget for 2023/24. The budget will be submitted to County by 12th May 2023</p> <p>The School Business Manager informed the governors that there was a new financial system being rolled out and this would become effective shortly.</p>	
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School Improvement

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Pupil Data Presentation by Colette McNally

The governors were given a set of reports detailing the current school data. The data was broken down into school year groups. CM gave a brief explanation of how data is gathered based on the summative and formative assessment undertaken by the class teachers.

Key headlines

In general, the pupils are making good progress in reading, writing and maths and has increased from Summer 1 to Spring 2.

In general, attainment across the school is on the increase. On drilling down further into the data there are concerns around year 2 being behind in maths against the previous year's data. Areas for improvement and evidence gathering have been identified to improve these outcomes rapidly.

Q./ A governor asked – how are the pupil premium and the SEND pupils doing in terms of progress.

A./ CM responded - Pupil premium and SEND pupils are not making the same levels of progress and the interventions are being monitored. These pupils are not making the same level of progress as those that are not pupil premium or SEND.

Q./ A governor asked - Has covid made an impact on the current year 2?

A./ CM responded – there are a number of factors that may be making an impact (not necessarily Covid), there is a high level of lower attainers in the cohort and SEND pupils. There is also an element of cautious judgment from the teaching staff.

EYFS – the baseline is quite low, there is a dip in writing and there has been support to help staff get writing across the broader curriculum. Maths is looking positive.

Year 1 phonics screening test is showing at 62% reaching the pass mark of 32 or more now and the prediction is that 82% will be at the expected pass rate by then end of year 1.

Q./ A governor asked - Are the children that didn't reach the pass mark on the year 1 phonics screening in previous years likely to pass now?

A./ CM responded - There are a number of children that still have gaps and may still not pass the retakes in year 2. There are intervention groups in place to support these pupils.

Q./ A governor asked - Are these pupils making progress even though they will not reach the pass mark?

A./ CM responded - Yes, they are, although it is slow.

Year 4 maths multiplication checks the number of pupils that achieved 25/25 is at 37%.

<p>ii</p>	<p>Q./ A governor asked - What has been done to support the year 4's in their multiplication checks. A./ CM responded - There has been online maths online tutoring (and this was well attended) there is also support from maths groups in school.</p> <p>Q./ A governor asked – is there any support for parents to help them understand maths i.e., how Times Table Rockstars works. A./ The Head responded - The busy bees cafes are being replaced with maths workshops this term and there is an opportunity to pick up things like TTR during these sessions. The workshops have been well attended by parents.</p> <p>Q./ A governor asked – is it an expectation that the multiplication 25/25 score will be achieved by all year 4 pupils by the end of year and can any of this be embedded prior to year 4? A./ CM commented – in an ideal set up, all pupils would come into year 4 with some knowledge of times table applicable to the curriculum and that all pupils would achieve 25/25 by the end of year 4. The progression document has been adapted by the maths subject lead to ensure all times tables have been taught by the end of year 3.</p> <p>Q./ A governor asked - How does the data around pupil premium and SEND in BVCP stack up against the schools in local area? A./ The Head responded – the gap is widening with pupil premium nationally and locally. SEND pupils are assessed on a different set of criteria.</p> <p>Q./ A governor asked - At what point do you look at ways to revitalise the way pupil premium pupils are being supported to access the curriculum? A./ The Head responded – much of the pupil judgement is made in reception and the national picture is that these children remain as underachievers. The pupils are supported with targeted interventions to try and improve progress and attainment. It is a question the SLT continue to revisit and look for evidence of the impact of the work of other schools.</p> <p>Q./ A governors asked - How can the pupil premium children be helped to switch their mindset i.e., what praise is being given to them in class? A./ CM said - an interrogation could be undertaken on the class Dojo system to see how those pupils are being awarded.</p> <p>A governor indicated that the biggest factor affecting attainment and achievement is the earliest years birth-5 and that in Burwell there is a lack of provision. The Head made the point that if there could be a way to support and engage families in the pre-school years pupil premium funding could be drawn down to use for the setting up and running of a provision. An investigation into how a community/family hub could be set up and that the right families engaged should be considered.</p>	
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	<p>Headteacher's Report</p> <p>The Head's report was uploaded onto Teams. The Head pointed out the data on the number of pupil safeguarding concerns in the Head's report now reported the number of concerns raised within the half term making it easier to track patterns. The governors were given the opportunity to ask questions.</p> <p>The report had been made available to the governors on Teams. The Head gave a verbal overview of the SDP. It was noted that the EYFS staff had been out to visit an outstanding provision. The staff were being offered the opportunity to go out and visit schools that are outstanding/good to gain a broad overview of provision being provided in different settings. All staff had been able to engage in CPD around improving practice and moderation.</p> <p>iii Q./ A governor asked – Is there any ongoing support on the moderation CPD to ensure that this is being embedded and supported? A./ The Head responded - Maths and English moderation is undertaken each term and there has been formal internal moderation of year 2 and year 6.</p> <p>iv Q./ A governor asked – who moderates externally? A./ The Head responded – this is down to the County to choose which schools are moderated. Year 2 moderation occurs for reading, writing and maths. Year 6 writing is moderated. It was noted that a request had been put into Sue Bowman for moderation of all key stages.</p> <p>Staffing Update</p> <p>A new SEND TA has been employed on a fixed term contract to begin in May. Appointment of an ECT to replace Miss Bird and a Computing Teacher has been employed for 2 days a week both effective from September 2023.</p> <p>School Development Plan</p> <p>This had been made available to the governors prior to the meeting. It was noted that History would be a focus for the summer term. EYFS training for all teachers would be postponed until next year. Development of a house system would also be moved into the next academic year. Zones of regulation was in place for the summer term.</p> <p>There were no questions raised.</p>	
8	<p>Governor Business</p> <p>i Governor Training feedback from courses attended TC attended the new governors training. TC will be having a walk round with RA, ST will be carrying out a walk round with MC. TC commented that in discussion with other new governors they appeared</p>	<p><i>120 To look to having a governor induction handbook.</i></p>

<p>ii</p>	<p>to have a more formal induction and that this may be something the school needs to consider.</p> <p>Governor Visits</p> <p>ET undertook a look on the Single Central Record – the report is on Teams.</p> <p>ET scheduled to visit for DT, Summer 1.</p> <p>ET and MB to schedule SEND visit Summer 1.</p> <p>MB to schedule a visit to look at phonics Summer 1.</p> <p>RA and TC to schedule a Health and Safety visit.</p> <p>Governor Strategic Day - including preparation for Ofsted The provisional date is 8th June 2023. Sue Bowman will be in school in the morning and could deliver a session on preparation for Ofsted. This would enable the governors to then go out into the school to gather the information that would be required by Ofsted. Sue Bowman would then go over the evidence that has been gathered and what additional things that Ofsted might require in addition to that evidence gathering.</p> <p>Governors are welcome in school from 08:40. LS asked to view assembly. The Head said this could be arranged either for the strategic day or any other Thursday.</p> <p>Preparation for Ofsted Questions These had been uploaded by LS for the governors to digest. These will be included in the Governor Strategic Day on 8th June 2023.</p>	<p><i>121 Governor Strategic Day 8th June 2023</i></p> <p><i>122 Governor handbook updated to show current link governors.</i></p>
<p>9</p> <p>i</p>	<p>Policies</p> <p>BVC Specific policies</p> <p>1. Online Safety – this has been updated and the governors duly adopted the policy.</p> <p>Standard LA policies</p> <p>nil</p>	

10	Safeguarding Safeguarding review on 9 th June and the Cambridge LA will undertake a full review of personnel and school culture.	
11	Communication between staff, parents and governors 5 points from the GB <ul style="list-style-type: none"> • 3 successful staffing appointments to complement the team. • Budget for 2023/24 ratified. • Excellent data presentation. • Positive conversation around community early intervention. • Governor Strategic Day. 	
12	What impact is the GB having on particular vulnerable groups? The governors discussed at length the progress and attainment around pupil premium. The reporting system around safeguarding concerns has been made easier to read and understand.	
13	AOB	
14	Dates of planned meetings 13 June 2023, 11 July 2023 (business meeting) to start at 5pm	
Meeting closed at 19:04pm		

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 28th March 2023			
116	Head to provide staff absence comparison – year on year.	Head	13 June 2023
FGB Actions from 2nd May 2023			
120	To ensure that there is a new governor induction in place.	ET/Head/ST	11 July 2023
121	Governor Strategic Visit – agenda/timeline to be set by Head.	Head/All	8 June 2023
122	Update of the governor handbook to show current link governors.	Head	8 June 2023