

Minutes of FGB Meeting for Burwell Village College Primary School Held on Tuesday 28th March at 1700 hours

Governors:	Antony Kern (Headteacher – AK), Stephen Taylor (ST) (left the meeting at 7:06pm), Edris Tildesley (ET - Chair), Mary Barnes (MB), Reena Appadoo (RA), Lauren Sewell (LS) Tom Cock (TC) Martha Cannon (MC)
In attendance:	Karen Taylor – School Business Manager
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome</p> <p>The Chair welcomed all to the meeting. The GB welcomed the two newly elected parent governors Tom Cock and Martha Cannon.</p> <p>The GB was quorate based on the number of governors in post.</p>	
ii	<p>Apologies for Absence</p> <p>Receive apologies for absence: Hannah James and Rhiannon Beal</p> <p>Consent/Non-consent to absence As above</p>	
3	<p>Declaration of direct or indirect pecuniary interest in any of the following items</p> <p>None declared</p>	No declarations for items on this agenda were made.
4 i	<p>Minutes of last FGB meeting(s): 7th February 2023</p> <p>To approve the minutes of the FGB meeting 7th February 2023</p>	Minutes of FGB meetings 7 th February 2023 were APPROVED and duly signed by the Chair.
5	<p>Agreed Actions Update</p> <p>Actions from 13th December 2022 Completed 106, 107, 108, 110</p> <p>Actions from 7th February 2023 Completed 111, 113, 114, 115</p> <p>New actions listed in Appendix A</p>	
6 i.	<p>School Improvement</p> <p>Headteacher School Report The report was made available to the GB prior to the meeting. The Head gave an overview of the report for the benefit of the new parent governors.</p> <p>It was noted that there had been one pupil suspension (of 5 days) since the report was written due a racist incident. The incident was</p>	

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reported to the Chair of governors in line with the school policy.

The governors were given the opportunity to ask questions.

Q./ A governor commented – it was noted that the number of concerns had increased (to 40) since the last term, is this all-individual children or a few children with multiple incidents?

A./ The Head responded – this is 40 individual children, the concerns logged can be a minor concern, such as arriving at school with no breakfast or something more serious, such as a behavioural incident. It also included those children that are new to the school but are known to external agencies.

Q./ A governor asked - Is this a pattern that is the same each year?

A./ The Head responded - this is usually the case as it takes a term for the children (Reception and those new to the school) to develop the confidence to talk to staff members.

Q./ A governor asked - How is this monitored?

A./ The Head responded - Every concern that is raised is either filed (if no longer a concern) or is assigned a case owner and these are reviewed weekly. All concerns are actioned immediately usually involving direct contact with the parents/carers and then further discussion is undertaken with the school team.

Q./ A governor commented – If this is a pattern that occurs each year and the main factor is that the new children coming into Reception take a term to start finding the confidence to talk is there something that the school is missing and is there anything that can be done to stop this?

A./ The head responded – this is an ongoing problem and wherever possible one to one conversations take place with the setting that the child has moved up from all this may not be the case if the child has not been in a childcare setting, sometimes the parents/carers are not always forthcoming with all the information needed regarding home circumstances.

A governor requested a comparison with the staff absence from the same time last year.

116 Head to provide staff absence comparison – year on year.

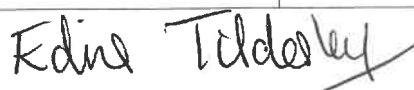
It was noted that the number of pupil premium children has increased since the last report.

Staffing Update

The staffing structure had been shared with the GB prior to the meeting. It was noted that there is an increase in the need for SEND staffing, the school can sustain the funding for these hours moving forward over the next financial year.

Data

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The Head gave of the data that had been shared in the Headteacher's Report.

The Governors were given the opportunity to ask questions.

Q./ A governor asked – as the quality of education is improving, do we have the data available?

A./ The Head responded by sharing the data with the governors and it was noted that 95% of pupils are making expected progress, 75% are making above expected progress. Ad note: the Head advised that this is best data stats that he had seen since taking over headship of the school.

Q./ A governor asked – how is the school looking in terms of the levels of progress made for the academic year?

A./ The Head responded
EYFS – better than last year
KS1 – will be better than last year.
KS2 – will be inline but progress significantly better.

A mock Year 6 SATS test has shown that there are significant improvements in reading and maths, writing is currently at 59% which is still up on previous data.

SDP

It was noted that phonics had taken up a lot of the Spring Term and much of the SDP remains unchanged since the last GB meeting.

Q./ A governor asked - Has there had been a review of the spelling programme now, as it was noted in the SDP for Spring 1?

A./ The Head responded – this has now been undertaken and CPD based on this review will be rolled out in the summer term.

Q./ A governor asked - Would there be a provision for teachers to link up with other schools (to support their CPD) in the area i.e., Fordham, Soham etc?

A./ The Head responded – this is an area that the school is looking at and a high priority is to make links with Bottisham VC which is the main feeder school. Particularly with a view to their behaviour policies so that BVCP can support their pupils with their transition into year 7.

Q./ A governor asked – will the school be looking at mixing all year groups for the next academic year.

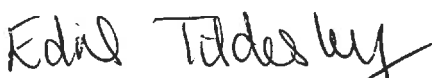
A./ The Head responded – there will be classes that need to be mixed in the next academic year.

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<p>7</p> <p>i</p> <p>ii</p> <p>iii</p> <p>iv</p>	<p>Governor Business</p> <p>Governor Training – feedback from any courses attended.</p> <p>It was noted that LS had attend the Governor Conference and Developing and Monitoring the Primary Curriculum – she had found both sessions to be useful and informative.</p> <p>ET has undertaken Safer Recruitment training.</p> <p>Governors were asked to ensure that they uploaded and shared (on Teams) any training materials that they thought would be beneficial to other governors.</p> <p>Governor Visits</p> <p>RA & ET– had undertaken a visit to look at book progress in maths and English across year 2 – 6. There was bench marking against each class (in a year group) to ensure that there was continuity around the way the children were recording their work, how they were making progress and how the books were being marked.</p> <p>Action note from visit - Statutory spelling sheet to be included in the back of all English books.</p> <p>RA conducted a H & S visit (with the site manager) – she undertook an in-depth discussion around legionella disease. The next H & S visit will be a full walk round.</p> <p>MB had been into Reception and observed phonics and thought that the classes were well managed.</p> <p>Summer 1 visits to be scheduled. DT – ET Spelling – TC/HJ</p> <p>Governor Mentors</p> <p>LS shared a list (by email to governors) that would be beneficial in helping new governors get started in the role.</p> <p>ST and RA have agreed to mentor the new parent governors (TC and C). Governors to liaise with each other to arrange combined school visits and support.</p> <p>Chair’s Action – regional director correspondence (Confidential)</p> <p>Appendix B</p>	<p><i>117 Head to send out dates for governors to visit the school to meet with pupils and parents.</i></p>
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<p>8</p> <p>i</p> <p>ii</p>	<p>Finance</p> <p>5 Year Budget forecast</p> <p>The governors thanked K Taylor for her work on the budget.</p> <p>It was noted that the BMR has been requested a week earlier than the end of the financial year.</p> <p>The official carry forward is in excess of £591,000, there is around £73,000 for commitments allocated in the next financial year. It was noted that there had been an unexpected increase in revenue coming into the school. KT went through the Budget Forecast (CFR) line by line to explain how the budget was put together. The 5-year forecast shows that the school will be in deficit, however, this does not factor in the increase in funding from the LA coming into school and any potential savings that will be made. However, by 2025 it may be that there might be a need to look at the staffing structure if there is a strong likelihood of a deficit.</p> <p><i>Q./ A governor asked how did the budget carry forward start?</i> A./ The Head replied – it started when the school made a change to the staffing structure. Then, there was a long period of time when a number of teaching posts were being advertised but not filled and the money was budgeted for. Other areas of projected spend had not been used and the carry forward had continued to grow year on year.</p> <p><i>Q./ A governor asked – is inflation built into the budget forecast?</i> A./ KT responded that this is not accounted for in the budget forecast, but staff pay scale increases are included.</p> <p>Budget Submission 2023/24</p> <p>The financial year end had been submitted and was pending review by the LA. The governors are happy to accept the current budget forecast pending any further that needs to be made and</p>	<p>118 School budget 2023/24 to be brought to the FGB on 2nd May 2023</p>
<p>9</p> <p>i</p>	<p>Policies</p> <p>BVC Specific policies</p> <p>1. Online Safety</p> <p>DEFERRED</p> <p>Standard LA policies</p> <p>nil</p>	<p>119 to be moved to the FGB meeting on 2nd May 2023</p>

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10	<p>Safeguarding Nothing to report at the meeting.</p>	
11	<p>Communication between staff, parents and governors 5 points from the GB</p> <ul style="list-style-type: none"> • The GB welcomed two new parent governors to the board. • Positive school visits in Spring 2, EYFS, Health & Safety, book monitoring and budget. Thanks to all the staff for their hard work and diligence. • The school is in a healthy financial position and thanks to the staff involved in the preparation of the school budget 2023/24 • Progress and attainment across the school is looking positive. • Progress against the SDP continues to be good. 	
12	<p>What impact is the GB having on particular vulnerable groups?</p> <p>The governors continue to monitor and challenge around persistent absences.</p> <p>The governors asked questions regarding the concerns log and offered challenge around the reporting in order to ensure school systems to monitor vulnerable children are robust.</p>	
13	<p>AOB Inset days for academic year 2023/24</p> <p>Friday 1st September 2023 Friday 20th October 2023 Thursday 4th January 2024 Friday 16th February 2024 Friday 24th May 2024</p> <p>Approved by the FGB.</p>	
14	<p>Dates of planned meetings 2 May 2023, 13 June 2023, 11 July 2023 to start at 5pm</p>	
Meeting closed at 7:20pm hours.		

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Appendix A

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 7th February 2023			
112	Meeting to be arranged with Sue Bowman for governors to be Ofsted Ready.	Head	By 30 th May 2023
114	Amendment to Online Safety Policy	Head	FGB meeting 28 th March 2023
FGB Actions from 28th March 2023			
116	Head to provide staff absence comparison – year on year.	Head	2 nd May 2023
117	Dates for governors to visit the school to meet with pupils and parent.	Head/GB	To be completed by 30 th May 2023
118	School budget 2023/24 for ratification.	Head/GB	2 nd May 2023
119	Online Safety Policy for approval by FGB	Head	2 nd May 2023

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