



**Minutes of an FGB Meeting  
for Burwell Village College Primary School  
held on 15<sup>th</sup> of October 2025.**

<b>Governors:</b>	Edris Tildesley (ET - Chair), Stephen Taylor (ST- Vice-Chair), Antony Kern (AK- Headteacher), Tom Cock (TC), Martha Cannon (MC), David Sanders (DS), Lauren Sewell (LS).
<b>In attendance:</b>	None.
<b>Clerk:</b>	David Barker.
<b>Quoracy:</b>	The meeting was quorate.

**Meeting minutes.**

<b>Agenda item.</b>	<b>Minutes.</b>	<b>Decisions made/ actions agreed.</b>
<b>1.</b>	<b>Welcome.</b> Governors were welcomed to the meeting.	
<b>2.</b>	<b>Apologies for absence.</b> Fiona Jackson and Rhiannon Beal submitted their apologies to the Board, which were accepted. Reena Appadoo (RA) has submitted her resignation to the Board. RA was thanked for her Governing Board work,	
<b>3.</b>	<b>Declaration of direct or indirect pecuniary interest in any of the following items.</b> There were no pecuniary interests declared.	
<b>4.</b>	<b>Review of previous minutes 16th July 2025.</b> Governors noted the following: <ul style="list-style-type: none"> <li>DS raised that on page 7 of the minutes reference is made to a meeting with the Special Educational Needs and Disability Coordinator (SENDCo); a report will follow this meeting and will be ready for review at the next FGB meeting.</li> </ul> <p><i>Question: a governor wanted to know if the critical incident plan had been practised.</i> Governors were advised that the plan had indeed been practised.</p>	<b>Decision: Confidential and non-confidential minutes of the meeting held on 16<sup>th</sup> of July 2025 were approved.</b>
<b>5.</b>	<b>Agreed Actions Update.</b> <ol style="list-style-type: none"> <li>For FJ to carry out a review of the school's website in the Autumn term. Update: FJ has carried out some work on the school's website over the summer, however this has still to be finalised. ST agreed to work with her and this report will be ready for the next FGB meeting to be held on 3<sup>rd</sup> of December 2025. <b>Action ongoing.</b></li> </ol>	

	<p>ii. Action: for governors to complete the declaration of interests form on GovernorHub. Update: the declarations of interest have been completed by most governors. <b>Action ongoing.</b></p> <p>iii. Link governor visits: this item will be addressed later in the meeting.</p> <p>iv. David Sanders to meet the Headteacher regarding the curriculum group. Update: a very productive meeting has taken place. It was decided that History and Design and Technology will be reviewed at the next meeting. These areas have been chosen as each area is well established. The Assistant Headteacher (KM) will provide support for the lead subject teachers with the preparation and the presentations at the meeting, which will take place on 10<sup>th</sup> November 12.30-3.30pm. This will allow 1 hour for each subject review, giving sufficient time at the end for governors to conclude and wrap up the meeting. TC offered to take RA's place on the committee. An agreed report will be produced that will be presented to the Governing Board at the next meeting. <b>Action completed and closed.</b></p> <p>v. For the Clerk to review the standing orders to ensure that the voting regulations comply with the school Governance (Roles, Procedures and Allowances) (England) Regulations 2013 and to present this to the FGB at the next meeting. This action is in hand and will be discussed later in the meeting. <b>Action completed and closed.</b></p> <p>vi. ST to contact the Local Authority (LA) to inquire about the availability of financial support for schools in accommodating the additional 1% pay increase for teachers. ST has contacted the LA. The LA are funding the additional 1% pay increase but this funding is based upon the cost per pupil. As pupil numbers are low and staffing costs are high the school will not receive the whole of the 1% funding requested. <b>Action completed and closed.</b></p>	<p>Action: for the Clerk to send reminders to those who still need to complete their declaration of interest.</p>
6.	<b>School Improvement</b>	
	<p>i. Headteacher's report. Governors were advised of the following:</p> <ul style="list-style-type: none"> <li>• Safeguarding checks. The Headteacher suggested that a governor reviewed the safeguarding requirements, for example that the Headteacher and Designated Safeguarding Leads (DSLs) have appropriate safeguarding training and that this is recorded appropriately on the Single Central Record (SCR). ET will be carrying out an SCR check on 6<sup>th</sup> November and will check this and requested another governor to join her in this task.</li> <li>• Staff absence.</li> </ul>	

	<p>Governors, having reviewed the data, commented that staff absence has improved since this time last year. No long-term absences were reported.</p> <ul style="list-style-type: none"> <li>• Attendance.</li> </ul> <p><i>Question: a governor asked if attendance is mentioned at the 1-1 interviews that take place with families when their child joins the school.</i></p> <p>Governors were advised that this could be added to the 1-1 discussions.</p> <p>Governors were further advised that the school is unsure what support can be offered for pupils who refuse to come to school. The school can signpost support, but there is a lack of certainty about the impact of the support on offer, and the appropriate support is not always available in any case (e.g. there are no school nurses anymore to help with issues such as sleep). The school does hold training on such matters however the parents they would really like to see are not always present. The Well Being mentor is ideally placed to offer support, and the school will explore options to develop her role in this way, however she will need to be supported by another person to carryout home visits.</p> <p><i>Question: a governor wanted to know whether the school has considered providing a before-school offer.</i></p> <p>Governors were advised that this aspect is encompassed within the new Community Engagement leader's role who can explore establishing a Breakfast Club offer, targeted at children who find attending school challenging and tailored to their interests, parents could join in with them and then leave when settled. The barrier is that the Breakfast Club would take place before school so the children will have to get up even earlier. There is currently no funding for this as an initiative, although the school are exploring options.</p> <p><i>Question: a governor wanted to know about the potential impact of the new housing upon local demographics.</i></p> <p>Governors were advised that the school is not anticipating much change to the local demographics because of the new housing.</p> <p><i>Question: a governor wanted to know whether attendance for pupil premium and non-pupil premium pupils is shown as two discrete sets of attendance data at the LA level.</i></p> <p>Governors were advised that this was the case and that this could be presented in the next Headteacher's report.</p> <ul style="list-style-type: none"> <li>• Behaviour.</li> </ul>	<p>Action: For pupil premium and non-pupil premium pupils' LA attendance data to be presented in the next Headteacher's report.</p>
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	<p><i>Question: a governor asked about the racist incident; is there any further action required following this</i></p> <p>Governors were advised that the incident was a one-off that has been addressed, and will continue to be addressed, through the school's curriculum</p> <p>ii. School Development Plan (SDP). Governors were advised of the following:</p> <ul style="list-style-type: none"> <li>• The Headteacher has discussed with the school's School Improvement Advisor (SIA) the implications for the SDP of the new OfSTED inspection framework.</li> <li>• The new inspection framework has also been discussed by the SLT who have had some training about this and are reviewing the SDP considering it.</li> <li>• The outcomes of this work will inform the basis of the Self Evaluation Framework (SEF) and the SDP will have to be related to key elements of the framework. These elements will include inclusion items in much more detail than they would have done previously.</li> <li>• The Headteacher commented that new inspection framework has significantly shifted expectations and there is a lot of work to do to make sure the school is in the right position for an inspection.</li> <li>• The Chair commented that it would be good to have a briefing regarding the new OfSTED framework for the FGB. Questions suggested by the Headteacher for governors to ask during their visits are: As a teacher what is your inclusive practice? How are you supporting the achievement of pupils in receipt of the pupil premium and those with Special Educational Needs and Disabilities (SEND) on a day-to-day basis? Are there any children in your class who you would consider as being otherwise disadvantaged, for example those who are Looked After or with social care involvement?</li> </ul> <p><i>Question: a governor asked whether the governors visit template could be updated to include these questions.</i></p> <p>Governors were advised that this was a good idea, and the template will be updated.</p> <p><i>Question: a governor wanted to know whether it is still part of the school's strategy that teachers are not informed of who the pupils in receipt of the pupil premium are.</i></p> <p>Governors were advised that this approach was informed by research which showed that teacher knowledge of who the pupil premium pupils are, can have a negative effect upon teacher expectations. The school will have to change this approach as pupil premium pupils are not achieving as well as they could, so the strategy is not working, and may impact upon teacher's views about other children</p> <p><i>Question: governors wanted to know when they would be able to review the SDP.</i></p>	<p>Action: for the governor visit template to be updated to reflect the questions focused on inclusive practice.</p>
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	<p>Governors were advised that the SLT will be meeting on 8<sup>th</sup> November to discuss the SDP, and plans will be taken to staff for their views. The SDP and SEF will be ready by for review at the next FGB meeting.</p> <p><i>Question: a governor wanted to know whether the school's SEF judgements are still accurate.</i></p> <p>Governors were advised that the SEF judgements are not accurate with regards to the new framework and feels that achieving a judgement of 'exceptional' will be challenging in this new framework.</p>	
7.	<p><b>Governor Business</b></p> <p>i. Review the Instrument of Government to ensure the size and composition of the Governing Board is appropriate. Governors advised that there are 5 co-opted governors currently on the Board, whilst the total number of co-opted governors on the Instrument of Government is 4. It was agreed to update the existing Instrument of Government to show: 5 co-opted governors, and 10 governors in total who sit on the Board.</p> <p>ii. Standing Orders to be agreed for 2025-26. Governors reviewed the draft Standing Orders for 2025-2026 agreeing the following:</p> <ul style="list-style-type: none"> <li>• There would be no open meetings.</li> <li>• Planned meetings should show as being 2 per term and there is also a strategy day meeting, which should be added.</li> <li>• To maintain the minimum time before meetings that papers must be made available to all governors at 7 days prior to the meeting.</li> <li>• That there be no maximum paper length that will be acceptable for the tabling or late circulation of papers.</li> <li>• To maintain the current protocols for holding Virtual Meetings and that prior agreement for attending a meeting virtually must be sought from the Chair.</li> <li>• That only signed minutes will be available from the office.</li> <li>• That the register of interests will be kept securely in a digital format.</li> <li>• That the School Business Manager will update the SCR.</li> <li>• That attendance at Governing Board meetings of governors who have recently joined and may not yet have a DBS check will be risk assessed on a case-by-case basis.</li> <li>• The election of the Chair should be conducted by secret ballot.</li> </ul> <p>iii. Review of governor roles.</p> <p>ST will carry out a Health and Safety visit, now that RA has resigned. Therefore, he will no longer have other curriculum responsibilities. Governors will make decisions as to which governor will take up curriculum responsibilities at a later meeting.</p>	<p><b>Decision: for the Instrument of Government to be updated showing 5 co-opted governors, giving a total of 10 governor places on the Board.</b></p> <p>Action: for the Clerk to contact governor services to have the Instrument of Government amended.</p> <p>Action: for the Clerk to amend the standing orders in accordance with governors' decisions.</p> <p>Action: for governors to assign</p>

	<p>iv. Confirm meeting dates for the year. Dates were confirmed, with the final date for the meeting planned for the 11<sup>th</sup> or 18<sup>th</sup> of March to be decided later in the year.</p> <p>v. Review of declarations and confirmations. The Clerk will review the status of declarations and confirmation and will send out reminders to all governors who still need to complete these.</p> <p>vi. Review of governor safeguarding and PREVENT training. All training has been completed, and the Chair will check that these are recorded on the SCR when carrying out a Safeguarding link governor visit. LS informed governors that she will be carrying out safeguarding training next week,</p> <p>vii. Strategy Day meeting date and time for agreement and confirmation. It was decided to return to this item later in the academic year.</p> <p>viii. Governor Visits feedback /autumn term monitoring visits. Governors discussed the following:</p> <ul style="list-style-type: none"> <li>○ That DS has an SEN report that will be ready for the next FGB.</li> <li>○ FJ's website report will be ready for the next FGB meeting.</li> <li>○ ST: will carry out a Health and Safety visit and a file of information will be sent to GovernorHub from RA. He has already carried out a finance visit with MC and a report from this will follow.</li> <li>○ LS: will return to the school to meet with KM after half term with a focus on personal development and the development of roles. LS also offered to review Art now that RA has resigned.</li> <li>○ There will be a curriculum working meeting this term with History and Design and Technology as the focus.</li> <li>○ FJ will carry out phonics visit.</li> <li>○ ET will carry out link governor visits for pupil premium, safeguarding, reading and carry out exit interviews.</li> <li>○ TC will be reviewing the French curriculum on the 28<sup>th</sup> of November.</li> </ul> <p>ix. Governor Handbook. ST and ET met to review the Governor Handbook which will be updated and presented at the next FGB meeting.</p> <p>x. How to gather parental views and contributions to the school's vision: for discussion and agreement. Governors agreed to discuss this issue once the new SDP is ready as this will identify appropriate opportunities for the garnering of parent views.</p> <p>xi. Governor recruitment: ET will contact Governor Services regarding the vacancy, and a notice/advert will be put in Clunch.</p>	<p>curriculum link governor roles.</p> <p>Action: for governors to agree the date of March's FGB meeting.</p> <p>Action: for the Clerk to review the status of declarations and confirmation and send out reminders to all governors who still need to complete these.</p> <p>Action: for the Chair to review the SCR ensuring that governor Safeguarding and Prevent training is recorded appropriately.</p>
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	<p>A governor noted that he has relatives who have been governors previously who might be interested in the role. Governors discussed this, thanking the governor for the idea, however it was decided not to pursue this as an option currently as governors may feel there could be a potential conflict of interest.</p>	
<b>8.</b>	<p><b>Finance</b></p> <p>Budget update. Governors were advised that:</p> <ul style="list-style-type: none"> <li>• The school is better positioned now than originally projected; this is positive as the school is halfway through the financial year.</li> <li>• MC and ST have raised queries at a detailed level to assure themselves that the forecasts are accurate</li> <li>• It was commented that it was helpful to now have access to the budget and actuals summary as this supports scrutiny of the budget.</li> </ul> <p><i>Question: a governor wanted to know when the school will know more about the budget for the next financial year.</i> Governors were advised that information comes through before Christmas, or by January at the latest. More detail will follow, and the budget setting process will take place around March 2026.</p> <p><i>Question: a governor wanted to know to what extent the LA's budget numbers can be relied upon for accuracy.</i> Governors were advised that the budget is usually accurate and it is positive that the school leadership are experienced and knowledgeable and able to quickly assess areas that might have less funding than expected. This year the budget is looking positive and next year looks like it will be fine, however it is the year following which might be more challenging.</p>	
<b>9.</b>	<p><b>Policies BVC specific policies</b></p> <ul style="list-style-type: none"> <li>• Governor Allowances Policy. <i>Question: a governor wanted to know if childcare is an allowable allowance as detailed in the policy, and is this necessary to have?</i> Governors were advised that this is the case, and that this should be part of the policy.</li> <li>• The GDPR policy. This policy will be presented in May.</li> <li>• First Aid Governors discussed whether references to COVID need to stay within the policy and decided was that this was the case. Governors drew attention to a couple of elements that needed changing, (typos and staff names); the Headteacher agreed to carry out these changes.</li> <li>• Sex and Relationships Education (SRE) Policy.</li> </ul>	<p><b>Decision: The Governor Allowances Policy was approved by the Board.</b></p> <p><b>Decision: The First Aid Policy was approved by the Board.</b></p> <p><b>Decision: The Sex and Relationships Education Policy</b></p>

	<p>Governors were advised that this has been brought to the FGB now as there has been a query from parents about what is taught during the year.</p> <ul style="list-style-type: none"> <li>• Staff induction. Governors were advised that there were no changes to this policy.</li> <li>• AI policy (NEW). This is a new policy and has yet to be written.</li> <li>• Accessibility Policy. Governors were advised that this policy should be written in light of the new OfSTED framework, addressing questions such as, how can we help SEN children access the curriculum better and improve access?</li> </ul> <p><i>Question: a governor wanted to know whether other schools across the LA would be working on this policy as the inspection framework is new for all, and whether this would support the process.</i></p> <p>Governors were advised that the policy will be standard but the practice for school unique to each school's context.</p> <p><b>Standard LA policies</b></p> <ul style="list-style-type: none"> <li>• Safeguarding and Child Protection Policy.</li> <li>• Safer Recruitment Policy. Governors commented that: <ul style="list-style-type: none"> <li>○ On Page 2, within the section, 'Shortlisting' it should be added that there is an expectation that members of the interview and selection panel should have Safer Recruitment training.</li> <li>○ Bottom of Page 2, at the final bullet point, the wording should be changed from "We <b>will also consider</b> carrying out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online." To "We will <b>also ask staff</b> to carry out an online search on shortlisted candidates to help identify any incidents or issues that are publicly available online."</li> </ul> <p>The above amendments were agreed, which the Headteacher will action.</p> </li> </ul> <p><i>Question: a governor wanted to know what the process was for the vetting of potential staff who are based overseas.</i></p> <p>Governors were advised that the school would commission DBS checks for such cases. The school has, in the past, hosted a student from Switzerland and this process was carried out for them.</p>	<p><b>was approved by the Board.</b></p> <p><b>Decision: The Staff Induction Policy was approved by the Board.</b></p> <p><b>Decision: The Safeguarding and Child Protection Policy was approved by the Board.</b></p> <p><b>Decision: The Safer Recruitment Policy was approved by the Board.</b></p> <p><b>Action: for the Headteacher to amend the Safer Recruitment policy as discussed.</b></p> <p><b>Decision: The Admissions Policy was approved by the Board.</b></p>
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	<ul style="list-style-type: none"> <li>• Admissions Policy.</li> <li>• Early Career Teacher (ECT) policy. This policy will be considered at the next FGB meeting. <i>Question: a governor wanted to know who the 'appropriate body' are, referred to in the document.</i> The Headteacher agreed to make this clear when the policy is presented at the next FGB.</li> </ul>	Action: for the Headteacher to make it clear who the 'appropriate body' are within the policy.
<b>10.</b>	<b>Impact of the meeting.</b>	
	<p>The Governing Board reviewed the impact of the meeting upon vulnerable groups, noting that:</p> <ul style="list-style-type: none"> <li>• The need to explore issues impacting upon vulnerable staff has been highlighted within the meeting.</li> <li>• Exclusion and suspensions have been discussed, and governors have noted these.</li> <li>• The Chair commented that it will take a while to evaluate the impact of new initiatives upon the school.</li> </ul>	
<b>10.</b>	<p><b>Dates of planned meetings.</b> All meetings are held on a Wednesday and start at 5.00pm. 3<sup>rd</sup> December 2025 21<sup>st</sup> January 2026 11<sup>th</sup> or the 18<sup>th</sup> of March 2026 (TBC) 20<sup>th</sup> May 2026 15<sup>th</sup> July 2026.</p>	
<b>Meeting close.</b>	<b>The meeting closed at 19.06</b>	