



Burwell Village College Primary School

Minutes of FGB meeting

6th February 2024 at 5pm

Held at the school.

In attendance:	Antony Kern (Headteacher – AK), Stephen Taylor (ST), Edris Tildesley (ET - Chair), Mary Barnes (MB, left 7PM), Lauren Sewell (LS), Rhiannon Beale (RB), Martha Cannon (MC), Reena Appadoo (RA) via Teams, Tom Cock (TC).
Observer	Lee Mayes (LM)
Clerk:	Mike Stuart (Camclerk - MS)

	Discussion	Decisions Made / Actions Agreed
1. 1.1	The Chair opened the meeting and welcomed everyone.	
2.	Apologies for Absence There were no apologies. Hannah James has resigned from the Governing Body.	
3	Declaration of direct or indirect pecuniary interest in any of the following items There were none	
4.	Minutes of last FGB meeting: 12th December 2023 The minutes of the FGB meeting 12 th December 2023 were approved.	The minutes of 12/12/2023 were approved.
5	Agreed Actions Update 5.11 Completed. Next Safeguarding Training in school is 4 th September 2024. 8.3. HJ resigned, RA to complete her KCSIE form. 8.4. Happening on 08/02, several governors attending.	
6 6.1	HT Actions and School Improvement. The report is in the Teams folder. Staffing: Sarah Baugh has resigned and will leave at Easter. Her new school is very close to her home and means that she will not have two long journeys every day. She currently shares her job with Lucy Springett (2 days) and AR will be discussing with other P/T staff to see if they wish to take on more days. Bethany Fox is going on maternity leave in May. The Head will be letting parents know of arrangements for covering her class as soon as possible. Amy Ellerby has had a little girl, named Esther. (Q.) Are the adverts for internal staff initially? (A.) Yes, for both part-time posts and maternity cover. (Q.) What stage is Lucy at with her training?	

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(A.) She teaches 3 days a week and will qualify in June.

Staff Absence:

(Q.) Is staff absence high?

(A.) Teaching staff do not have a high rate of sick absence. There are a couple of support staff who have long term medical conditions which affect the figures. There have also been a number of requests for leave of absence, some in line with the policy and some not. One member of staff had 3 bereavements in 2 weeks, another family difficulties, I had been invited to receive a long service reward from another employment. Others include attending Job Centre, Doctors, Dentists, and a wide range of "other". Some the head can refuse to grant leave.

The Head does not believe the absences are due to the school environment.

(Q.) What is the ruling regarding GP & dentist visits,

(A.) We ask that they are out of school hours, but this is not always possible, very difficult in the current climate.

(Q.) Have there been any significant changes within the support staff?

(A.) Nothing since 2021.

(Q.) Do we have sufficient midday supervisor cover?

(A.) We struggle at times and then the SLT mainly cover this area. We have 4 MDSs outside, 2 MDSs in the hall and 1 supervisor. There are also 1-1 TAs out as well so a reasonable ratio. The Astroturf is not used if there is insufficient MDS cover. We have just had a Midday supervisor resign.

(Q.) Is it difficult to recruit for this post?

(A.) Very difficult, the hardest position as we are an affluent area and these 5 hours can affect tax credits.

(Q.) Could we ask for volunteers?

(A.) We could try.

ACTION: Governors to carry out a visit focussing on Staff Voice.

Governor visit focussing on Staff Voice.

Safeguarding:

This is a general breakdown. There has been a jump in mental health issues during Nov/Dec/Jan. We are concerned about this increase, especially around specific children. There was a spike in January, it may be however that staff are now better at recording under the categories on "My Concerns".

(Q.) Is "48 No Categories" correct?

(A.) Yes as some do not fit into the boxes but we feel that we need to record anything that could be an issue. We do need to try to reduce this and ensure concerns go into a correct category.

(Q.) Do we have Mental Health First Aiders?

(A.) Not for children.

Attendance:

There are 2 pupils out of the figures currently; 1 being home-

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schooled and 1 on a part-time table, medical reasons and agreed with LA and documented.

Overall, we have 96% attendance, above the national average and we are aiming for 97%.

The Chair commented that her visit evidenced that procedures to follow up on attendance are robust, and the revised letters are clearer.

(Q.) Why do we have 3 Autumn terms data?

(A.) We had 3 FGB meetings.

Attainment:

We are carrying out the phonics screening and should have the data after half-term. Y1 is looking encouraging, Y3 less so. We have concerns around the Y3 intervention which does not appear to be having an impact. Y2 results are not known yet.

(Q.) Is the Covid disruption part of the cause?

(A.) Blending is the main issue; the vocabulary gap is a big cause anecdotally.

(Q.) Is this improving?

(A.) Not for most.

(Q.) Is there a plan?

(A.) Once we have Y2 results we will have a better idea of what needs to be put in place.

EYFS Data:

The current reception class are in a better place than previous cohorts although it is not cohort specific. There is a high level in maths. Much work has gone into preparing the PHSE curriculum and Reception attainment is significantly improving.

Lee Mayes, Supporting 2 other schools:

LM makes a ½ termly visit to a school in Colchester to help with teaching of maths, working with the Maths Subject Lead. Feedback is that he is being a positive influence. LM is also working on writing moderation with a Cambridgeshire school.

Disadvantaged Pupils:

There has been some improvement in outcomes compared to other children. Attendance for this group has also improved.

School Trips:

These are many and varied and appreciated by all the children.

There is a residential trip for Y6 children,

PE Teaching:

All PE teaching is carried out by sports coaches, but we are mindful of ensuring we upskill our class teachers.

SEF Update:

Quality of Education:

We feel that this is now outstanding, we are not sure what else we

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could do to improve this.

(Q.) How do we improve progress?

(A.) Y6 results are looking positive. Writing will be on track by the end of the year. The SLT are making judgements based on the teachers' use of Target Tracker statements. This is designed to cause a discussion regarding the evidence base teachers are using to make their judgements. It is predicted that there will be an increase in attainment by half-term.

Pupil mobility can affect outcomes at the end of the year.

(Q.) Is Age Related Expectation a black and white assessment?

(A.) In some cases yes. A teacher has to be confident that the child can complete the task independently and over a period. As this is a teacher assessment there can be variations.

Behaviour:

(Q.) What is behaviour like in school?

(A.) Behaviour overall is good. Children do need to be encouraged by adults to maintain motivation. Behaviour and attitudes in the OfSTED framework goes further than just behaviour it is about pupil interaction.

(Q.) Do house points help?

(A.) There are effective to raise and maintain attendance. Although minimal impact in some classes so far, they do influence improvements.

Play leaders are really positive in what they do.

Review of School Core Values Statement.

There had been discussion in SLT based around Ofsted reporting on these statements. The school has a set of values that the children embody, however, they struggle to articulate these when asked.

(Q.) Do we have to have a tag line?

(A.) Yes. But the children do not know it and many of the staff can not recite it. This needs further exploration with a wider group of stakeholders.

6.2

Mission Statement:

Do we want to change it? For example;

What do the children think of their school:

- Successful Learners.
- Caring and tolerant individuals.
- Healthy in mind and body.

Children who leave this school will be caring, kind, tolerant. We need to keep it simple.

There was some initial discussion about the need for values, mission statements and tag lines.

The Head asked, "Is it necessary?"

The GB gave an emphatic yes.

Who is the mission statement for? It is for parents.

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<p>6.3</p>	<p>ACTION: Clerk to add "Mission Statement" to agenda for next meeting.</p> <p>ACTION: Governors to email LS with general ideas for Mission Statement and School to collate staff views and email to LS.</p> <p>Question to be answered "How is this school different from others"</p>	<p><i>Clerk to add Mission Statement to agenda for next meeting. Govs and staff views to be emailed to LS.</i></p>
<p>7.1 7.2</p>	<p>Governor Business</p> <p>Governor Recruitment: Question to RA, if we change the meeting night to a Wednesday would that be better for you? Yes, it would. The Chair proposed that we change meeting nights to Wednesdays starting from May. This was agreed unanimously. See dates at end of minutes. With Hannah resigning we need a new co-opted governor, preferably not a parent. Due to the make-up of the GB currently there is a necessity to increase the number of governors who can be named on discipline and pay committees for example. ACTION: Governors to consider if they know someone and let Chair and Vice Chair know. Advert to be put in Clunch (Burwell Magazine).</p> <p>Visit reports: • MB is due to visit EYFS this week:</p>	

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<p>7.3</p> <p>7.4</p> <p>7.5</p>	<ul style="list-style-type: none"> Chair has visited to review Safeguarding and how Attendance Policy works in practice, report due soon. RA to carry out a H & S visit on 1st March as well as meeting with 3 ECTs. <i>Handwritten: Handwritten ET</i> TC to carry out a Homework and Spelling visit. Chair to carry out PP visit. ST/RA/ED/AK to meet to carry out HTPM review. To follow, Cultural Capital, Pupil Voice, RE/PHSE, Reading MC/ST. Staff Voice, either a Thursday 8.30 or a Friday at 2.30 after half term ST/ET. <p>Date for Governor Strategic Day – summer term.</p> <p>ACTION: Governors to think about a suitable date.</p> <p>Additional feedback from governors- None</p> <p>Governor Training: MC had attended some Finance Training and advised the GB that governors needed to complete the SFVS form and present to FGB for approval.</p> <p>ACTION: MC/ST to completed SFVS form and present to FGB on 26th March.</p>	<p><i>Govs to think about a suitable date for Gov Strategic Day.</i></p> <p><i>MC/ST to complete SFVS form and present to FGB on 26th March</i></p>
<p>8</p> <p>8.1</p> <p>8.2</p> <p>8.3</p>	<p>Finance</p> <p>Budget Monitoring: Currently we are looking at a surplus of £57K over budget.</p> <p>Over & Underspend: utilities and staff costs overspent, extra funding for PP & Staff costs, Building repairs. We also spent unbudgeted money on Wall Art, CPD room furniture and Whiteboard installation in the hall. There will be challenges in the future with PP funding as we will be losing 12 PP children this year and 17 next. It is likely that we will get new PP students but unlikely to be this number. We also have lower numbers coming into reception and this will reduce the income by about £40K.</p> <p>System Integration is improving.</p> <p>Implications for budget 2024/25. Work has started on the budget and this will be presented to FGB on 26th March.</p>	
<p>9</p>	<p>Policies</p> <p>There were no policies to be reviewed.</p>	
<p>10</p> <p>10.1</p> <p>10.2</p>	<p>Safeguarding</p> <p>Update of actions following the Leadership of Safeguarding Review 2023. All priority actions have been completed; some actions are on-going but overall happy with compliance by the school.</p> <p>Feedback to governors following Headteacher’s meeting with Social Care: This was covered under item 6, Safeguarding Section of HT Report</p>	

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11	Dates and foci of planned meetings 26 th March 2024 (draft budget) 8th May 2024 19th June 2024 17 th July 2024 (Business Meeting)	
Meeting closed at 7:10pm		

ACTIONS:

	Action	Owner	Timescale
FGB Actions from today's meeting			
Item 6.1	Governors to carry out a visit focussed on Staff Voice.	Chair	Next half-term
Item 6.3	Clerk to add 'Mission Statement' to agenda for next meeting.	Clerk	Next FGB
Item 6.3	Governors to email LS with general ideas for Mission Statement and School to collate staff views and email to LS.	All	As soon as possible
Item 7.4	Govs to think about a suitable date for Gov Strategic Day.	All	Next FGB
Item 7.6	MC/ST to completed SFVS form and present to FGB on 26 th March.	MC/ST	Next FGB

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