



Burwell Village College Primary School

Minutes of FGB meeting

7TH November 2023 at 5pm

Held at the school.

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| In attendance: | Tom Cock (TC) Antony Kern (Headteacher – AK), Stephen Taylor (ST), Edris Tildesley (ET - Chair), Mary Barnes (MB), Lauren Sewell (Virtual – LS), Rhiannon Beale (RB), Martha Cannon (MC). Sarah Baugh (SB) for item 7.1. |
| Clerk: | Mike Stuart (Locum Camclerk - MS) |

| | Discussion | Decisions Made / Actions Agreed |
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| 1. | The Chair opened the meeting and welcomed everyone. The locum clerk, Mike Stuart, introduced himself and was welcomed. | |
| 2. | Apologies for Absence There was an apology from Reena Appadoo which was accepted. Hannah James was not in attendance. | Apology accepted from RA. HJ was not in attendance. |
| 3 | Declaration of direct or indirect pecuniary interest in any of the following items AK/RB declared a PI for item 9 II, Pay Review | AK/RB declared a pecuniary interest for Item 9. II. Pay Review. |
| 4. | Minutes of last FGB meeting: 26th September 2023 The minutes of the FGB meeting 11 th July 2023 have not been approved yet. These were approved on 27 th September 2023. The minutes of 26 th September 2023 were approved. | The minutes of 11 th July 2023 were approved on 27 th September 2023. The minutes of the 26 th September 2023 were approved. |
| 5 | Agreed Actions Update Actions outstanding Action 128 completed. Transgender statement is included in the equal opportunities policy. Actions from 11th July Minutes Actions completed, 133, 134, 135, 136, 137, 138. 131- Head and safeguarding lead governor to pick up on action from the Safeguarding report. Ongoing 132- Head to produce baseline data regarding concerns raised in 2022-23. Comparative data is included in the safeguarding information Actions from 26th September Minutes Actions completed, 4.1, 7.1, 8.2, 10.b, 135. 8.1- Look into safety issues at the school crossing and investigate | |

Edris Tildesley
12.12.2023



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| | possible solutions. Agenda item 12/12/2023 | |
| 6 | <p>HT Actions</p> <p>SEND TA is starting tomorrow. A new TA has been appointed to be based primarily in year 1.</p> <p>Staff Absence is high with a number of staff having long term absence. Y4 is covered internally with a HLTA for short term cover. If the absence continues we will look for supply cover.</p> <p>(Q) If we take out a couple of the long-term absences are there any trends?</p> <p>(A) No, staff catch illnesses from children and there is the Covid knock on.</p> <p>(Q) Are the staff absences across the school?</p> <p>(A) Yes, Years 3 and 4 have more than others but there are no concerns.</p> <p>We are having conversations with parents regarding children who are Persistent Absentees (PA) and have sent letters home in line with the school policy. We have 21 PA within the first half term, 11 of whom are giving cause for concern as they are very high or have a pattern of PA. We are beginning to run attendance workshops to help identified families but these are early days and impact is not yet measureable. Generally, attendance is above National and County average, generally high.</p> <p>We have 1 child on a part-time timetable based on the medical plan. Overall absence is 96.1%.</p> | |
| 7. | <p>School Improvement</p> | |
| 7.1 | <p>Pupil premium – Report focus on impact of spend and questions to PP lead.</p> <p>SB gave a presentation; copies are in Teams.</p> <p>This was a review of the outcomes.</p> <p>The impact of CPD was reviewed by interviewing teachers and looking at the impact on the children and outcomes in the previous academic year. We carried out a survey of all staff and the impact of the CPD has increased subject knowledge “dramatically”. SB has seen a significant improvement in the ability of the children to engage with their learning.</p> <p>All staff who completed the CPD agreed/strongly agreed it had a positive impact on their practice. There was not as much opportunity to observe other staff as some staff would like.</p> <p>The school has 2 ECTs who were very happy with the CPD, both in the actual training and the opportunity to discuss with more experienced staff. On the report there are comments from staff regarding the CPD which are very positive.</p> | |



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There is targeted academic support (for example, tutoring, one – to one support, structured intervention)

Bug Club:

The reading scheme has had a huge impact across the school enabling all children at Burwell to have access to high quality banded books. Regular assessments are carried out which ensure that all children are accessing the correct reading material for their level. Children have had a very positive reactions to the Bug Club Books.

Parents can read these books online. There are also wider strategies such as attendance, behaviour, well-being.

Well-Being Team:

The WB Team and the room act as a safe space for our most vulnerable children. The team work with children to give them the strategies to help them regulate their feelings. The team carry out 1:1 sessions, daily check-ins, deliver counselling and provide a listening ear when needed, as well as other tasks that support these children.

They monitor attendance, especially Persistent Absentees, (PA), the Little Readers Café is bringing parents into school, and this enable the team to see where we can help.

Questions for the lead.

(Q) A governor asked do we know who is being helped?

(A) The well-being team have a spreadsheet which details the level of support and the type of work being completed. There is a referral process in place completed by teachers and overseen by the SENDCO.

(Q) A governor asked if the spend was as expected?

(A) Yes. The budget for the next academic year is lower due to a requested reduction in hours by one member of staff.

(Q) Do we know what the Home Learning costs are?

(A) There were no costs last year as we utilised the hardware from the DfE COVID allocation. We have put aside money this year for I pads and laptops.

(Q) Does this year's EYFS cohort need extra Tech?

(A) Yes, and we have a budget for this but are looking at a number of ways we can assess Tech needs.

The Chair made a recent visit to the Safeguarding team during their regular feedback meetings and found it really impressive. They and the SENDCO referenced back to the WB team timetable to ensure that there was sufficient capacity for additional support allocated.

(Q) Do we know the % of PP children v Whole School using the WB Team?

(A) We have not looked at this but we can find this information.

(Q) Do we have any facts about usage of the Bug Club?

(A) There will be information in Data Drops which will show how long pupils logged on for and how many times, we will have children's

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Edna Tildesley
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progress figures and there is a Bug Club Tracker.
 The next Governing Body will cover Assessment.
 (Q) Is there a plan for more teacher observations?
 (A) Not yet as teachers are all out on Fridays but we are looking at the possibility of visiting other schools and also observing internally.

A governor commented on a recent monitoring visit on how well the children behaved and how polite they were and knowledgeable regarding who to go to if they had concerns. The History curriculum was felt to be very good.

(Q) Do we have a clear understanding of the impact of the CPD?

(A) Yes, we will see an improvement in the data.

(Q) PP numbers are 16%, is this all of those eligible?

(A) Parents have to apply for the school to receive this and we encourage parents in general terms by the class teachers first. If we hear a possible eligibility on the grapevine, we can encourage parents. We are currently at 19%.

(Q) Could we put something out at the end of term?

(A) Yes, we will.

(Q) Is the current budget of £97K based on the October 2022 census?

(A) Yes, it has risen to £110K. We now have the figures for the Census 2023 and the figures are on Teams. We need to bear in mind that this is a 3-year strategy and this is the review after 1 year. We have a list of PP children who generate the funding, but the PP funds are used for all as the CPD covers most staff. We have Language Link for EYFS/Y1, new this year, which we expect to pick up children early who need additional speech and language support.

(Q) Staff CPD on a Friday, how long will we be able to continue this?

(A) The plan is that this will continue as part of the school improvement strategy for as long as possible. It will develop and evolve over time. There is a cost implication and we have to balance this against the impact of CPD across the school. We are looking at how we can develop most staff to deliver CPD to peers.

The Governing Body thanked SB for the comprehensive presentation.

The Governing Body unanimously approved the Pupil Premium Strategy.

Sports premium- report focus on the impact of the spend.

RB gave a presentation, copy of this is in Teams.

The purpose of this strategy is.

The engagement of all Pupils in regular physical activity – kickstarting healthy, active lifestyles.

- School focus, PE & Sport Equipment,
- Purchase of new equipment & PE to support high quality

The FGB approved the PP Strategy

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teaching and engagement,

- More equipment was needed to allow more pupils to use at the same time.

Raise the profile of PE & Sport across the whole school.

- New playground markings, these are used during breaks and lunchtimes,
- Train some Y6 pupils to be play leaders to help others during breaks and lunchtime, especially the younger pupils, acting as role models and bringing about an improvement in behaviour.

Increased knowledge, confidence and skills in teaching these for all staff.

- To provide specialist teaching and coaching alongside our own staff – Premier Sports Coaches,
- Afterschool Clubs to have a good uptake and be of high quality,
- Provide high quality training for the PW leader, teachers and TAs,

A broader experience of a range of sports and activities offered to all pupils.

- Buy into the Cambridgeshire Schools Sports Partnership for Years 2-6,
- Top-up swimming lessons to ensure that all pupils leave KS2 able to swim 25mt and have completed water safety lessons,

Already 125 pupils have participated and of these 36 were PP children. All the school were involved in Sports Day. The external events were really appreciated and enjoyed by pupils.

The cost of swimming is an issue, and we can ask parents for a contribution to the travel costs, but it is not obligatory, and many do not/cannot pay. We have to provide the cost of lessons as it is part of the National Curriculum.

Increased participation in competitive sport.

- More competition against other schools
- A recent Tag Rugby Tournament attended by some of our pupils was successful as we won every match and the tournament overall. This showed those participating how to work as a team. They had had additional coaching before the tournament utilising sports funding.
- Dodgeball is the next competition in December.

All of this will inspire other children to get involved.

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| | <p>(Q) How are the children chosen for the external competitive events? (A) The more able children are chosen, so far there have been 12 events and at least 1 PP child has been included in each. There are also special SEND events, a friendship event, a Festival with all being chosen.</p> <p>(Q) Is the percentage of PP children involved as you would wish? (A) We would like to involve more; in some cases, the parents say no or do not respond.</p> <p>(Q) What is the plan for non-swimmers? (A) We are starting earlier (Y2), they get the full 40 minutes in the pool. There are top-ups in Y6 with smaller groups and 1 and half hours in the pool and we pass on any names of those still not completing 25m to the secondary schools.</p> <p>(Q) Are you getting the outcomes you want? (A) By the end of the programme most children are trying a stroke and are water confident.</p> <p>(Q) What about pupils in Years 3/4/5? (A) We have difficulty gaining access to pools as Bottisham VC is the only one in the area that is available. We have looked into private pools, Newmarket pool, lifeguarding availability and cost often make them unviable.</p> <p>(Q) How do you know that premier Sports Coaches are good? (A) We observe them at work and they also work with our staff, they will have coaching qualifications where they are available, we talk to the children and we see the outcomes.</p> <p>The programme and spend for 2023/2024 is work in progress, we are looking at what the big spend will be.</p> <p>The Governing Body thanked RB for the comprehensive presentation.</p> <p>The Governing Body unanimously approved the Sports Premium Strategy.</p> | <p>The FGB approved the Sports Premium Strategy</p> |
| <p>8. 8.1</p> | <p>Governor Business Monitoring Visits: There have been 9 so far. We are waiting for some of the reports to come in. LS completed a CPD/PHSE visit which she reported was really great, good feedback from Pupil Voice.</p> <p>ACTION:</p> <ul style="list-style-type: none"> ET to action feedback to staff. <p>MB/ET carried out a SENCO visit, looking at the provision of the Little Readers café, around 15^{ET} people are attending. There is modelling of reading and they are looking how to involve fathers/partners more. There have been 19 referrals to the Language service, and all are being assessed. TAs Performance Management is in place and has been received positively.</p> <p>ET carried out a safeguarding visit with the SLT. Looked at "My Concern" and was assured that concerns and actions were appropriately discussed.</p> | <p><i>ET to action feedback to the staff</i></p> |



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| 8.2 | <p>ET carried out a website review and it is all up to date except Remote Learning Policy – due to be reviewed in December. A governor suggested that we write about the success of the Tag Rugby.</p> <p>Additional Feedback from/for governors</p> <ul style="list-style-type: none"> • There was an invitation to governors to attend the Remembrance Assembly. • 28/11/23, 2pm, invitation to governors to attend performance of the “Troll”. • Governors invited to Reception Class Nativity play, details to follow. • The SEF is being reviewed by the School Adviser. <p>ACTIONS:</p> <ul style="list-style-type: none"> • ET/ST invited all governors to attend Ofsted preparation discussion in the school on 21/11/23, 2PM for 1 hour. • All governors to fill-in the training spreadsheet and bring it up to date. | <p><i>ET/ST invited all governors to Ofsted preparation session. All governor to Update the training spreadsheet.</i></p> |
| <p>9</p> <p>9.1</p> <p>9.2</p> | <p>Finance</p> <p>Budget Monitoring. ST gave a report on the budget so far. We are spending less than budgeted for currently and have a forecast of a £51K surplus, this may change as we go through the year. There are a few outstanding queries which will be resolved at Finance meeting next week with Karen Taylor. We are in a better position than we thought when we set the budget.</p> <p>Pay Review: The committee consisted of ET/ST/RA. They received anonymised requests to move over the thresholds and were they satisfied that:</p> <ul style="list-style-type: none"> • The evidence process is robust and consistent. • It is affordable. (We cannot hold someone back due to financial constraints but would have to look into how it could be funded) <p>ACTION:</p> <ul style="list-style-type: none"> • AK to feedback to staff regarding their threshold applications. <p>The Governing Body unanimously approved the recommendations of the Pay Committee.</p> <p>Confidential Item: AK/RB left the room. This is on a separate set of minutes.</p> | <p><i>AK to feedback to staff regarding their threshold applications.</i></p> |
| 10. | <p>Policies</p> <p>BVC specific Policies</p> <p>1. Bereavement Policy. Approved. ACTION</p> <ul style="list-style-type: none"> • Bring forward Attendance Policy to next meeting to ensure it matches parts of the Bereavement Policy. <p>2. SEND Information report. Approved</p> <p>3. SEND and Inclusion Policy. Approved.</p> | |

Edw Tildesley

12/12/2023



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| <p>4. 5. 6. 7. 1.</p> | <p>RSE Policy. Approved. (Q) A governor asked how do parents know what is optional in the policy? (A) It is now clear in the policy having been added following the consultation. During the consultation period there was only one query, and it was to clarify what was optional (non-statutory) within the programme. Remote Learning Policy – moved to December FGB First Aid Policy. Approved. (Q) Were there any changes required around Covid? (A) None. Critical Incident Policy. It was approved subject to a couple of changes.</p> <p>Standard LA Policies Admissions. Approved</p> | |
| <p>11</p> | <p>Safeguarding Issue raised was the reports from My Concern had a number of uncategorised concerns, caused by staff not being able to categorise, they can do so now. There are very few open concerns; the staff will find someone from the SLT if they feel the concern is urgent, if not most concerns are dealt with in 48 hours. The school usually informs parents when a concern is raised. There are instances where social care involvement stops the school informing parents. It may also be the case that the school has logged the concern but in the following discussions believes that the concern does not need to go any further and may therefore not inform parents.. There were more concerns in October than last year but fewer in September Governors were reminded that Prevent training needed to be renewed every two years. ACTIONS:</p> <ul style="list-style-type: none"> • For those who have not taken Safeguarding Training this year, it is available online. • All governors were handed a signing sheet to state that they had read and understood KCSIE 2023. | |
| <p>12</p> | <p>AOB - None</p> | |
| <p>13</p> | <p>Dates of planned meetings Next FGB meeting 12th December 2023 at 5pm</p> | |
| | <p>Meeting closed at 7:13pm</p> | |

ACTIONS:

| No. | Action | Owner | Timescale |
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| FGB Actions from 7th November 2023 | | | |
| 8.1 | ET to action feedback to staff. | ED | ASAP |
| 8.2 | ET/ST invited all governors to attend Ofsted preparation session in the school on 21/11/23, | All | 21/11/2023 |



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| | 2PM for 1 hour. | | |
| 8.2 | All governors to fill-in the training spreadsheet and bring it up to date. | All | 7/11/2023 2 absentees to complete ASAP |
| 9.2 | AK to feedback to staff regarding their threshold applications. | AK | ASAP |
| 10.1 | Bring forward Attendance Policy to next meeting to ensure it matches parts of the Bereavement Policy | AK | FGB 7/12/23 |
| 11 | For those who have not taken Safeguarding Training this year, consider accessing this online. | Governors not completed SG training | By FGB 7/12/23 |
| 11 | All governors were handed a signing sheet to state that they had read and understood KCSIE 2023. | All | 7/11/2023 2 absentees to complete ASAP |

