



Burwell Village College Primary School

Minutes of FGB meeting

19th June 2024 at 5pm

Held at the school.

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| In attendance: | Antony Kern (Head – AK), Stephen Taylor (ST), Rhiannon Beale (RB), Martha Cannon (MC), Reena Appadoo (RA), Tom Cock (TC). |
| Virtual Attendance: | Lauren Sewell (LS) |
| Clerk: | Helen Nicholls (Camclerk - HN) |

| | Discussion | Decisions Made / Actions Agreed |
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| 1. | Welcome In the absence of the Chair, the Vice-Chair (ST) chaired the meeting, and welcomed everyone to the meeting. | |
| 2. | Apologies for Absence Apologies were received from Edris Tildesley and these were accepted by the governing body. The Chair informed governors that Mary Barnes had resigned from the governing body and that an advert will be placed for a new co-opted governor. Action: The Chair to place an advert for a Co-opted Governor | <i>Head/Chair to place advert for new Co-opted governor</i> |
| 3. | Declaration of direct or indirect pecuniary interest in any of the following items None received | |
| 4. | Review of previous minutes To approve the minutes of the FGB meeting 8 th May 2024 It was noted that Page 1 of the minutes refers to the board this needs to be replaced with the governing body. Page 2 includes a spelling mistake for Time range. Action: Clerk to amend minutes as requested The minutes were accepted as a true and accurate record of the meeting and the minutes were approved by the governors subject to the amendments as detailed above . | <i>Clerk to amend minutes of last meeting as requested.</i> <i>The minutes of the FGB on the 8th of May were approved.</i> |
| 5. | Agreed Actions Update <ul style="list-style-type: none"> Governors to carry out a visit focussing on Staff Voice- Carried forward to strategy day Homework Policy to be added to agenda for June. - Complete Add Suspension and Exclusion Policy to agenda for June. - Complete Update on upgrading the MIS/FMS systems to be brought to governors at | |

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next FGB meeting – The Head informed governors that the cost implication of moving to Arbor is too much, it would amount to an additional £6000 over the next 2 years. We are looking at moving the current SIMs package onto the school server, and over the next year, spend time working out when to introduce Arbor as the SIMs contract runs out. We will update again May 2025.

(Q) - A Governor asked if this ties in with a change of the assessment software.

(A) - The Head responded that this is not the case. Will be looking at software SONAR to replace target tracker from April 2025.

- Governors to forward ideas for updating school aims and values to the Chair – Ongoing to discuss on Strategy day meeting.
- Head to provide detailed staff absence figures at next FGB meeting. Complete - Included on agenda.

6.

School Improvement

i. Headteacher Report including staffing for 2024/2025

The Headteacher Report was circulated to governors ahead of the meeting.

- Staffing – The Head explained that there was nothing to add from the information included in his report. Staffing for 2024 has all been agreed but needs to remain confidential. The resignation date has now passed and there has only been one resignation.

Governors then discussed the details of maternity cover in reception, regarding the current cover and end of maternity cover when member of staff returns. The Head explained that the staff member is due to finish their maternity leave 2 weeks before May half term, so they would expect her back after Easter. However, they are still at a stage of informal conversation regarding what they want to come back to.

(Q) – A Governor asked about the situation of the staff member on long term sickness leave.

(A) – The Head replied that the situation remains the same.

- Staff absence – This remains high with 3 members of staff with long term sickness or ongoing conditions. Long term absence is significant, but sickness absence figures work out on average at 2 days per member of staff each year.

(Q) - A Governor asked how this compares to other schools.

(A) – The Head responded that he is not sure, he would expect that there would be a difference between LA maintained schools and academies but doesn't feel that absence is any different here to other schools that he has experience of. All the correct processes are in place, and anything longer than a 3 day absence requires a meeting with the staff member, and absence is being monitored.

For 'Other Absence' for hospital and dental appointments the school have suggested that these are taken out of school hours, but this is increasingly difficult. We have a number of staff who have long term conditions and also have staff needing to attend maternity appointments.

- Safeguarding and monitoring – The Head informed governors that there had been 2 new incidents..
- Attendance data – The Chair pointed out that the information given for summer 1 is exactly the same for spring 2 and could the data be reconsidered.

The Head confirmed that he will re look at the data provided but that we

Head to check attendance data is correct for Summer term 1

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should end up at an attendance rate of 96%.

Action: Head to check attendance data and share with governors.

(Q) – A Governor asked if they anticipate a problem with the last week of school as this ends on a Monday.

(A) – The Head replied that technically the DFE only collects figures up to 2 weeks before end of term. He agreed that this single day is not ideal but that term dates are not down to the school.

- Personal development

(Q) – A Governor asked the meaning of the statement around clear roles and responsibilities being confirmed.

(A) – The Head replied that this is because Ofsted suggested that the children don't have any roles and responsibilities in school. This is not the case, they have roles and responsibilities to work up to. There are specific jobs such as pencil monitor, table monitor etc. the Head continued that this has been a case of formalising the roles so children have the same opportunities across classes. A Governor commentated that the children love their jobs.

ii. Ofsted Actions Updates

All Ofsted areas for improvement have been addressed. Phonics will need continued monitoring. 1 of the children who hadn't passed their phonics screening is still struggling (SEN) but is making progress. 35% of children haven't passed - half of these are new to the school and came in with no phonics at all and thus haven't passed.

(Q) – A Governor asked if the new children had all come from the same place.

(A) – The Head responded that they hadn't all come from the same place but would suspect that most of these children have some SEN needs. 1 child hadn't been attending school before coming to us.

iii. Curriculum progression throughout year groups and key stages

The Head confirmed to governors that the curriculum update has been completed.

iv. Sports premium spend – Staff governor

Staff governor RB gave a presentation and explained to the governors that she had been looking at the update of the trim trail and has received three quotes for new equipment. The old trim trail was falling apart and has been removed.

The first quote was from Action Play and Leisure. RB told the governors that the curriculum focuses on upper body strength and so elements have been chosen that encourage development in this area. She explained that there had also been a focus on choosing elements that all children are able to use from KS1 through to KS2. Action Play and Leisure offer a 15 year guarantee on timber and Steel work, 6 years for rope work and 1 year for insulation and covers. No elements are above the given height where more expensive safety matting would be required. The quote was for just under £12,000

The second quote was from Pentagon and comes out around £13,100. The design was not considered to be as good as there is less of a flow through the equipment. The guarantee was again 15 years for wooden parts.

The final quote was from Redlynch Leisure. The equipment was very similar but was much more expensive at nearly £15,000.

RB confirmed that her recommendation would be to go forward with the first quote from Action Play and Leisure who are a local company from Norfolk. Pictures of the equipment were displayed to governors and the different elements

3 quotes for play equipment were presented to governors for consideration.

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| | <p>were explained.</p> <p>(Q) – The Chair asked whether the funding for this comes out of the capital budget?</p> <p>(A) The Head confirmed it will come out of the sports premium budget, although capital funding could be used for the flooring if necessary. Sport premium funding is £19K and we then have some sports equipment to purchase.</p> <p>(Q) – A Governor asked if all the sports premium isn't used can it be carried over.</p> <p>(A) – The Head responded that there is a chance if we don't use the full funding they could potentially claw this back.</p> <p>(Q) – A Governor asked if the quote includes the commissioning of the product as well as the installation?</p> <p>(A) – The Head confirmed that commissioning is included and that there is an existing contract for maintenance and inspection of play equipment with SportSafe.</p> <p>(Q) – A Governor asked about the timeframe for installation.</p> <p>(A) – RB confirmed that the work will be completed in a week over the summer.</p> <p>(Q) – A Governor asked if the new equipment would have any knock on arrangements for fire evacuation plans etc.</p> <p>(A) - RB confirmed that it would not have any effect as the assemble point is past this location on the grounds.</p> <p>The Chair asked the governors if they were happy to proceed with the recommend quote as presented.</p> <p>Decision: The Governors agreed that the school should proceed with the quote from Action play and Leisure.</p> | <p><i>Governors approved the quote for new trim trail equipment</i></p> |
| <p>7.</p> | <p>Governor Business</p> <p>I. Governor Training Feedback</p> <p>No training has been undertaken since last meeting. The Chair Suggested booking on to the Local Authority's termly briefings if possible as these provide lots of useful information and changes that are happening.</p> <p>II. Strategy day plan</p> <p>The plan had been to look at Target Tracker during the morning. The Head suggested that this is still worth looking at as it will continue to be used until April and reports going forward after this are likely to be similar.</p> <p>Pupil voice – governors will be out and about and talking to groups of child around the aims and values of the school.</p> <p>Before lunch governors will be looking at the aims and values statement. This will include looking at the website to see what is still relevant around aims and vision.</p> <p>Staff views – The Head has held already spoken with staff and will be feeding back to governors on the day. Governors will then have the opportunity at lunchtime to discuss any issues with staff based around the aims and vision of the school.</p> <p>Finally there will be a parent forum. Parents will be invited into school, and governors will give feedback around what they have done on the day and the aims and vision for the school.</p> <p>The Chair asked the governors if they were happy with the plan for the day. The Governors agreed with the plan for strategy day.</p> <p>III. Governor visit feedback and planning for the rest of the term.</p> <p>The Head was not looking for any curriculum visits to be performed before the end of term, but suggested there are various events that governors could attend. A governor suggested coming in to look at Maths Wiz against maths progress. TC Would also like to come in on Greek day with year 5 on the first of July.</p> | <p><i>The governors agreed a plan for strategy day.</i></p> |

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| | <p>TC had completed a visit to look at computing, and was pleased to see this was working as planned. He had identified that the length of lessons needed extending but this has already been addressed with the new Friday timetable.</p> <p>LS – came in on reception evening and this was very impressed. She received lots of great feedback on the evening and everyone pleased with how big an event this was. The Chair responded that he was very pleased with how many parents attended, and it was good to see the presence of the friends of the school who are being really positive and have a new chair. Edris Tildesley was also present at the parents evening.</p> | |
| <p>8.</p> | <p>Health and safety</p> <p>I - Building works</p> <p>There are 4 projects taking place at once. The flat roof and scaffolding work have started. The team will be focussing on prep work and scaffolding until the end of term and work is progressing well so far.</p> <p>(Q) – A Governor asked when works are due to finish.</p> <p>(A) – The Head confirmed that the finish date for the projects is the 2nd of September.</p> <p>(Q) – A Governor asked who is supervising the work when the school is closed.</p> <p>(A) – The Head explained that these are Local Authority projects so very little input required is required, however, himself, Karen Taylor (KT) and Paul Bish (PB) will be available throughout the summer if required.</p> <p>(Q) – A Governor asked if there are any issues which could cause the school to open late for autumn.</p> <p>(A) – The Head responded that if any quantity of asbestos was found during the window work, or if a significant problem occurs with the KS1 roof, then this could potentially cause a delay. These are unlikely to be an issue however, as we are replacing like for like and initial surveys have already happened.</p> <p>(Q) - A Governor asked when the window removal begins.</p> <p>(A) – The Head confirmed that this will not start until after the school breaks up for the summer.</p> <p>(Q) – A Governor asked if there were any holiday clubs running over summer</p> <p>(A) – The Head confirmed that these had to be cancelled which is a shame with regards to missed income.</p> <p>(Q) – The Chair asked who is monitoring the H&S of the school.</p> <p>(A) - PB, KT and the Head are monitoring H&S, and most work is taking place well away from the children. All contractors are DBS checked.</p> <p>(Q) – The Chair asked if the School office keeps a record of all people coming through school on a daily basis.</p> <p>(A) The Head responded that the project managers sign in with the school daily but general contractors sign in using their own folder.</p> <p>(Q) – The Chair asked how the carpark access will be managed during the resurfacing.</p> <p>(A) – The Head responded that it is all planned in on a strict timetable.</p> | |
| <p>9.</p> | <p>Policies - BVC specific policies</p> <ul style="list-style-type: none"> • Homework Policy <p>This has not yet been reviewed by the staff. Feedback responses from the parent questionnaire were reviewed and the policy has been amended. The section on grammar has been removed as it was not having much impact on grammar outcomes. There is a heavy emphasis on phonics and reading. Research says that fluent readers do better in society, and are happier. There is a danger we don't focus enough on basic maths skills and maths practice. Maths homework requires more marking and feedback from the teacher than reading and phonics. We need to keep a better track on who is reading at home and at school. Parents</p> | |

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who responded to the questionnaire said that wanted a mixture of online and offline homework, so this has been addressed. We have kept Maths Wiz and Numbots, but still are not sure on the effectiveness of Numbots.

A Governor suggested that the problem with Numbots is that it tests your IT skills rather than maths skills.

(Q) – A Governor asked why the time for maths wiz has been decreased from 30 minutes to two blocks of 10 minutes and if 20 minute of home learning is to make it a more achievable target

(A) – The Head responded that one of these should be linked to the week’s maths teaching, and then the other block of practice or games cannot be completed until the subject linked block is completed.

(Q) – A Governor asked if children are rewarded for doing homework.

(A) - RB replied that dojos are issued for reading and there is a maths wiz cup.

The Head informed governors that we have added to the policy the consequences of not completing homework, children will stay in class for one lunchtime a week to complete homework that hasn’t been done at home. This will be for a 10 minute period with reading as the priority and will be run by the teacher in class. Teacher time will be replaced, so they are not penalised. The expectation is that non completion will decrease over time.

The Head continued that staff will have to decide on consistency about what non completion looks like; so not reading every single day, or not reading at all during the week. The approach must be consistent across each year group and across the school. There will have to be some teacher consideration around work completed and especially with regard to those with SEN.

(Q) - A governor asked when paper based homework is set, will the expectation be that this can be completed without parental help?

(A) – The Head responded as an example if long division was sent home there would be a worked through example of what is required.

Decision: Governors were happy to approve the policy.

Governors approved the Homework Policy

Action: Head to send out Homework policy to teachers before the end of term and resend to parents in September.

Head to share Homework Policy with teachers and parents

- **Anti bullying policy**

(Q) - A Governor asked that as the policy mentions physical bullying offsite should it also link with cyber bullying.

(A) The Head responded that these should definitely be linked.

A governor suggested that it would be useful to have a list of what has been amended from the standard LA policy for those policies adopted by the school. The Head suggested that a copy of the LA policy with tracked changes can be saved, which would allow us to identify changes without adding extra work for everyone.

Decision: The governors agreed to approve the Anti Bullying Policy.

Governors approved the Anti Bullying Policy

- **Equal Opportunities Policy**

Decision: The governors agreed to approve the Equal Opportunities Policy.

Governors approved the Equal Opportunities Policy

- **Behaviour policy**

(Q) - A Governor asked about section 10 – this says there is a stepped approach. Are steps always followed in order, or can a teacher decide to skip straight to a particular step.

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| | <p>(A) – The Head responded that teachers should follow the stepped approach where ever possible. If there is a significant event where a warning is insufficient then you can jump but this should be very rare and should only be used in exceptional circumstances with demonstratable good reasons.</p> <p>Decision: Governors were happy to approve the Behaviour Policy.</p> <ul style="list-style-type: none"> • Suspension and Exclusion Policy <p>The Head has added a decision table at the end of the document.</p> <p>Decision – Governors approved the Suspension and Exclusion Policy.</p> | <p><i>Governors approved the Behaviour Policy</i></p> <p><i>Governors approved the Suspension and Exclusion Policy</i></p> |
| <p>10.</p> | <p>Safeguarding</p> <p>I. Referrals Update</p> <p>Two Referrals had been made to the Local Authority. The Head has chased for an update on these but has heard nothing back for 5 days. We consider that the case meets the criteria for a section 17 intervention, the Local authority have told us that they are backlogged.</p> <p>One referral has been passed back to family worker but again we have had no response from them.</p> <p>The Chair confirmed that if they have not heard back from the Local Authority by Friday, then he will contact the senior business manager at the Council again.</p> <p>(Q) - A governor asked if there is anyone else you can escalate this to.</p> <p>(A) – The Head responded that it could potentially go to the head of the council.</p> <p>There have been and still are significant communication problems with social workers and the assessment team.</p> | |
| <p>11.</p> | <p>Any Other Business</p> <p>The budget report is showing a slight overspend of around £4000. We need to monitor the spend on education and support staff pay going forward. We have suffered from paying for additional hours and additional days of work for 1 staff member. Everything else is on track 2 months in.</p> | |
| <p>12.</p> | <p>Dates & foci of planned meetings</p> <p>3rd July Governor Strategy Day 17th July 2024 (Business Meeting)</p> | |

Meeting closed at 19:09

Edie Tildesley 22.07.2024



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ACTIONS:

| | Action | Owner | Timescale |
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| FGB Actions from today's meeting | | | |
| 1 | Head/Chair to place an advert for a Co-opted Governor | Head/Chair | 17.07.2024 |
| 2 | Clerk to amend minutes from FGB 8 th May 2024 as requested | Clerk | 26.06.2024 |
| 3 | Governors to carry out a visit focussing on Staff Voice.- Carried forward to strategy day | All | 03.07.2024 |
| 4 | Governors to forward ideas for updating school aims and values to the Chair – Ongoing to discuss on Strategy day meeting. | All | 03.07.2024 |
| 5 | Head to check attendance data and share with governors. | Head | 17.07.2024 |
| 6 | Head to send out Homework policy to teachers before the end of term. | Head | 17.07.2024 |
| 7 | Head to send out Homework policy to parents in September. | Head | 30.09.2024 |
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