



Burwell Village College Primary School

Minutes of FGB meeting

26th March 2024 at 5pm

Held at the school.

In attendance:	Antony Kern (Headteacher – AK), Stephen Taylor (ST), Edris Tildesley (ET - Chair), Mary Barnes (MB), Lauren Sewell (LS), Rhiannon Beal (RB), Martha Cannon (MC), Reena Appadoo - virtual (RA), Tom Cock (TC).
Observer	Karen Taylor (business manager)
Clerk:	Helen Nicholls (Camclerk - HN)

1.	Discussion	Decisions Made / Actions Agreed
2.	Welcome The Chair opened the meeting and welcomed everyone.	
3.	Apologies for Absence There were no apologies. The meeting was confirmed as being quorate.	
4.	Declaration of direct or indirect pecuniary interest in any of the following items None were received	
5.	Minutes of last FGB meeting: 6th December 2024 A minor amendment was requested on page 5 that TC was to attend a handwriting and spelling visit rather than a homework and spelling visit. Action: clerk to amend minutes as requested Decision: The minutes of the FGB meeting 6 th February 2024 were approved. Decision: The confidential minutes were approved by the governors. Following from this item an improvement has been noted and the Head has been invited to all TAFF meetings that he is aware of. A letter is not needed at this stage.	<i>Clerk to amend minutes of last meeting as requested.</i> <i>The minutes of 06/02/2024 were approved following amendment.</i> <i>Confidential minutes of the meeting on the 06/02/2024 were approved</i>
6	Agreed Actions Update 6.1 Governors to carry out a visit focussing on Staff Voice. –Ongoing Ofsted visit interrupted will relook next term. 6.3 Clerk to add "Mission Statement" to agenda for next meeting. – Complete 6.3 Governors to email LS with general ideas for mission statement and vision and values - Complete 7.4 Governors to agree date for strategic day at next meeting- Complete 7.5 MC/ST to complete SVFS for 26 th March GB - Complete	
7.	Finance	

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7.1

I. Budget monitoring

A copy of the budget monitoring was distributed to governors prior to the meeting via Teams.

The Head explained that year end figures have been produced today, having followed advice from our budget advisor to ensure this has all been done correctly. The carry forward is £361K (£361201.81). We also have a carry forward of capital funding of £36K which can only be spent on capital projects moving forward. We have identified some areas of spending for the capital carry forward already: Some spend on flooring along with some PE funding, EYFS development and some ICT spend. The year end forecast was £340K, meaning the carry forward is slightly more than expected, however, there is still an in-year overspend and costs are increasing significantly.

The Head invited any questions:

(Q) – This seems like a lot of money to carry forward

(A) – The Head agreed and explained that there may be a clawback on funds which are above 16% of the budget and our carry forward is over this amount by about £60K. In previous years we have not had to declare where the excess funding is to be spent. However, as Local Authority budgets are reducing, school's having excess carry forwards are coming under significantly more scrutiny so we have to be clear in the next budget where any carry forward over the 16% is being spent.

The Chair continued that we are going to need this carry forward in the years to come as our pupil numbers are falling, and therefore our funding will decrease. We are going to have to make sure that future budgets are balanced.

(Q) – A governor asked about work that was going to be carried out on the flat roof, is this already budgeted for?

(A) – This is being paid for the LA

The Business Manager talked the governors through the budget monitoring report. She explained that there is the facility to adjust every line in the budget and we can also adjust lines to include inflation. Lots of these items have been populated such as free school meals which is calculated on a census of meals purchased last year. SEN funding and PP funded has been added and lettings income is what is made from our after-school club and breakfast clubs. All income is shown in the top section of report.

The majority of spending on the budget is for staffing and makes up around 80% of the budget. This includes salaries, pensions, national insurance and a line for supply teaching for which we have allocated a £4500 spend for supply teaching.

The Head informed governors that for the next year the staffing model will remain as it currently, Although, not looking to actively reduce staffing he suggested that we will not renew those on temporary contracts and will agree to requests for reduced hours when these are made. If any teacher were to hand in their notice (not expecting this), then we would have to look at whether we replace or not.

The Business Manager went through the budget line for line from E12, to explain spending. Governors were invited to question:

The Head highlighted the spend on electricity and gas. He informed

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the governors that we have overspent from our projected budget by around £120K this year with £70K of this is being on energy. Although prices are said to be coming down we will have to budget this as an ongoing cost. Even when prices start to come down we have been told expect the standing charge to go up.

Energy wise we have done nothing differently this year, but the gas and electricity spend has doubled. The other £50/60K of overspend was due to government agreed pay rises which were not fully funded and had to come out of school existing budgets. This is also an ongoing cost

(Q) – Is there anything we can do to increase the energy efficiency in the school using capital funding to decrease our spend on heating?

(A) – There may be some small tweaks to be made for example replacing the windows in KS1 which the LA is suggesting they will fund. We will have to look at things like the air conditioning running costs and whether we put this on as much. We could also look to set the heating temperature lower.

Other items we are looking at to reduce costs are computer licencing costs and changing mobile phone contracts. Brought in teaching has been reduced as we have tried to replace this using internal provision instead and we have cut down consultancy fees by reducing this to having 1 weekly visit rather than 2.

We have had to increase several lines including: postage line, due to fines letters that are going out. The Insurance premium costs will need to be adjusted for next years prices. This has gone up this year due to a number of callouts and so have tried to build this in going forward.

II. 3 Year Budget – See confidential minutes

The Head extended his thanks to KT for her hard work on the budget and getting this to a balanced position.

The Chair extended thanks from the board to KT, and also to the Head, MC & ST for their hard work on the budget and how well they know the budget.

Decision: The Governors were happy to formally agree the budget

III. SFVS

Governors have to agree that the school is meeting certain standards in their financial health and resource management. The SFVS had been completed prior to the meeting.

Decision: The Governors were happy to approve the SFVS ready for submission before the deadline on the 31st of March.

Governors agreed the budget. Governors approved the SFVS ready for submission

KT asked governors for consent to go ahead with a new photocopier service level agreement so that new copiers can be in school for April.

Decision: Governors approve the Office Managers proposal regarding new photocopier SLA.

Governors approve new photocopier SLA.

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Governor Business

I. Governor training feedback

Exclusion training was cancelled, and governors will need to rebook. Wellbeing training was completed.

Improving outcomes for disadvantaged pupils - the governor who attended was not impressed with the training provided. It was suggested that this is not a training session needed for experienced governors but may be helpful for newer governors.

II. Governor visits

All governors had been in for Ofsted. The Chair thanked the Governors for their support.

A Headteacher performance management interim review meeting was arranged for Friday the 19th April 14:15

Head asked for someone to come and look at computing - TC agreed SEND termly visit needed - MB to undertake this

Outcomes of Culture Capital staff CPD a governor will be attending.

Visit needed towards end of summer term with maths, Reading and English leads.

Governors asked for Target Tracker training on the strategy day. We could also use this for looking at the mission statement. Head suggested we can look at reports from Target Tracker and assessment processes.

Chair to come in to look at PP.

EYFS visit to focus on outdoor provision.

Head asked governors to email the relevant teachers and arrange the visits needed.

III. Mission statement update

Feedback from parents suggests that pupils do not understand the statement and many parents think the statement is too long. Everyone wants the aims to be that children leave school being a nice well rounded person and having learnt something.

IV. Term dates (INSET days)

3rd Sept for safeguarding training, 25th of October; 14th February 2025, Friday the 27th and Monday the 30th June 2025

Decision: Governors were happy to approve the INSET days suggested

Dates for inset days approved

Date for governor day discussed. Governors agreed on Tuesday the 25th of June. Meeting and training in the morning and other priorities to be discussed.

9 School Improvement

I. HT report (basic information update)

The Headteachers report had been circulated to governors ahead of the meeting. Questions were invited:

(Q) - A governor asked for an update on suspensions.

(A) - The Head explained that 2 of the incidents were targeted at

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same child. 1 was a repeat offence in terms of racism but not against the same child, and the other child was a first term offence with some additional complications. The child for whom it was a first offence was given a 2 day internal suspension, because of additional complications it was agreed that sending the child home would not be the correct decision. The other child received a 3 day external suspension

(Q) – What are we doing to support the child who was perpetrated against?

(A) – We have contacted parents and spoken about some changes they would like to see in the behaviour, equality and suspension policies. The child has been offered time with the wellbeing team.

(Q)– Were these incidents the child was aware of and reported or were they witnessed?

(A) – The child was very aware, but didn't report the first instance feeling that nothing would be done about it. We have questioned what had happened before and the process we went through. The Head told the governors that he thinks the steps in the behaviour and suspension policies are unclear. There needs to be some consistency in terms of the process, how it's reported back to the parents, and then any mitigation that is to be taken.

(Q) – Is there is no Local Authority guidance?

(A) - Head confirmed that the length of exclusion is left entirely to the school, DFE advice is really poor and LA push the decision back to the school.

(Q) – How do we try to stop the circle of behaviour? Do we have further interventions planned with the family?

(A) – There are no further interventions with the family, we definitely need further information and discussion in the 2 effected year groups.

(Q) – Is this because of our local community which is predominantly white?

(A) – Yes, the children do not understand the background about things, and how offensive the language is around it.

(Q) – Were the children remorseful when it was explained

(A) – No not really, although they are aware that it was a bad word, they don't really understand how offensive it was. Racism has come up a number of times, and we have seen some cases of homophobia.

(Q) - Overall attendance is down why is this?

(A) – Generally because of lateness, and then holidays. We are trying to tackle the lateness, but there have a been a lot of term time holidays. Holiday absence has gone from 0.24% to 0.258% which does not sound a huge amount but is significant in only 10 weeks

(Q) – Are parents being devious about this or just telling us?

(A) - For the most part they are not hiding this.

(Q) – On the previous safeguarding report, we had a big category of unallocated, but this has now vanished.

(A) – We have reallocated the 54 uncategorised incidents into other categories.

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	<p>II. <u>Ofsted feedback including AFIs – See Confidential Minutes</u></p>	
<p>10</p>	<p>Policies BVC specific policies I. <u>Homework policy</u> The Chair informed governors that the homework policy does not match what we do in practice, we need to make sure our policy matches practice. (Q) - If children do not complete homework what is the consequence? (A) - Children in KS2 may be kept in to read for 5 minutes at breaktime. In year 3 children are staying for some time at lunch if they haven't completed Math Whizz homework. The Chair explained that in order to ensure policy matches school practice we need to at least remove the line within the policy stating that there are no consequences if homework is not completed. The Head informed governors that they had consulted on the homework policy with parents when it was first set and have tried to cater for as many different family types as possible. (Q) - To give staff some flexibility is it worth changing the sentence to there may be consequences? (A) – It would be better to remove this statement for time being and look again after he has had a chance to consult with staff. We can seek feedback from parents around what is working and not working including around any apps which are being used.</p> <p>Action: Parent voice to be captured on homework</p> <p>The Head suggested there are significant numbers of children who do not complete their homework. If we are going to be hardline about completion of homework, then we need to be clear that this homework will have impact.</p> <p>Decision: Remove sentence and then review expectation of parents and teachers on requirements going forward.</p> <p>Action: Homework Policy to be added to agenda for June</p> <p>II. <u>Anti-bribery and corruption</u></p> <p>Decision: The governors were happy to approve to Anti-bribery and corruption policy</p> <p>III. <u>SRE</u> Nothing has changed on the policy. (Q) – Do we need the full progression document to be included? (A) – No, we can remove this and put this as a link within the policy. (Q) – Is the teaching of material coming at the right point during the year for all year groups? Is there a case that pupils may need this sooner in the year. (A) – Yes, next year we are putting some messages in at the beginning of Autumn term instead.</p>	<p>Parents to be consulted on homework</p> <p>The line “there are no consequences if homework is not completed.” To be removed from homework policy.</p> <p>Clerk to add Homework policy to next FGB agenda.</p> <p>The Anti-bribery and corruption policy was approved.</p> <p>The SRE policy was approved.</p>

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Decision: The governors were happy to approve the SRE policy after removal of full progression document.

IV. Suspension and exclusion

(Q) -In terms of category and length of exclusion in the final three categories should these be 10+ days for consistency.

(A) – The Head explained that for this length of suspension you would actually be thinking of permanent exclusion.

(Q) - Could these then be grouped together with a range of 6-10+ instead.

(A) – The Head confirmed this could be done.

(Q) - What is the difference between a managed movement and permanent exclusion?

(A) – A managed movement is an agreed move from one school to another without the child being excluded and having this on their record. It can be good way to give a child a new start in some cases.

(Q) – When can a permanent exclusion be considered?

(A) – The DFE guidance on exclusion is that if you are going to do this you have to have considered every other option beforehand. This is what the Head would have to prove in the case of an exclusion.

(Q) – What protects the school and governors if the decision is made to make an exclusion?

(A) – The LA provide support to the school

(Q) – Why is this section violence against an adult longer than violence against another child?

(A) – This is age related, but there is a difference between a child that attacks an adult rather than one of their peers.

Action: Amend the suspension and exclusion policy to link together the two categories of violence against an adult and violence against a child, and give a longer timeline range.

(Q) – Mention of a discipline committee? Who is this and should it be agreed.

(A) – This is the same as the pay panel.

A governor noted that the policy includes some links which do not work.

Decision: Governors happy to approve with above amendments, and fixing the broken links within the document.

Suspension and exclusion policy to be amended to link Violence against an adult and child together.

Suspension and exclusion policy approved pending agreed amendments

11 **Safeguarding** – Ofsted found that safeguarding in school was effective.

Dates & foci of planned meetings

8th May 2024

19th June 2024

25th June Governor Strategy day

17th July 2024 (Business Meeting)

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Meeting closed at 19:33

ACTIONS:

	Action	Owner	Timescale
FGB Actions from today's meeting			
Item 5.	Clerk to amend minutes from the 6 th February 2024 to include reference to a Handwriting and Spelling visit	Clerk	02/04/2024
Item 6.1	Governors to carry out a visit focussing on Staff Voice.	All	08/05/2024
Item 10.1	Parent voice to be captured on homework	Head/Chair	30/04/2024
Item 10.1	Homework Policy to be added to agenda for June	Clerk	30/04/2024
Item 10.4	Amend the suspension and exclusion policy to link together the two categories of violence against an adult and violence against a child, and give a longer timeline range again.	Head	08/05/2024

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