

Minutes of FGB Meeting for Burwell Village College Primary School

Held on Tuesday 7th February at 1700 hours

Governors:	Antony Kern (Headteacher – AK), Stephen Taylor (ST) (left the meeting at 7:06pm), Edris Tildesley (ET - Chair), Mary Barnes (MB), Reena Appadoo (RA), Amanda Staples (AS), Lauren Sewell (LS) Hannah James (HJ)
In attendance:	
Clerk:	Meleena Walsh (Camclerk - MW)

	Discussion	Decisions Made / Actions Agreed
1.	<p>Welcome The Chair welcomed all to the meeting. The GB was quorate based on the number of governors in post.</p>	
2. i. ii	<p>Apologies for Absence Receive apologies for absence: nil Consent/Non-consent to absence nil</p>	
3	<p>Declaration of direct or indirect pecuniary interest in any of the following items None declared</p>	No declarations for items on this agenda were made.
4 i	<p>Minutes of last FGB meeting(s): 13th December 2022 To approve the minutes of the FGB meeting 13th December 2022</p>	Minutes of FGB meetings 13 th December 2022 were APPROVED and duly signed by the Chair.
5	<p>Agreed Actions Update Action 103 completed Action 106 carried over Action 107 carried over Action 108 carried over Action 109 complete Action 110 carried over</p>	

<p>6</p> <p>i.</p>	<p>School Improvement</p> <p>Headteacher School Report The report was made available to the GB prior to the meeting. There had been no additions or changes to the report since it had been issued out to Governors The governors were given the opportunity to ask questions.</p> <p>Q./ A governor asked – if the staff absence figure was made up of members of staff on long term sick. A./ The Head responded – that there had been an element of this, and risk assessments had been taken to ensure that the work place was fit for the return of one of the staff members.</p> <p>Q./ A governor asked – is there anything being put into place to support year 6 phonics in the Summer term? A./ The Head responded – the SLT will be looking at interventions to support year 6.</p> <p>Q./ A governor noted that there was one recording of racism/bullying – at what level is this recorded? A./ The Head replied - As soon as there is an accusation of bullying made, the school investigates using a standard proforma which highlights specific indicators of bullying.</p> <p>Q./ A governor asked - How does this work with online groups etc? A./ The Head replied -The claims are investigated by a member of staff under either behaviour management or e-safety policies and flagged if found to be an issue of bullying.</p> <p>Q./ A governor asked - How does the school record work against the data that Ofsted might pick up from the parent survey? A./ The Head responded - there is a robust system in place to measure any levels of bullying.</p> <p>Q./ A governor questioned - Is the school going to be issuing Fixed Penalty Notices for non-attendance for persistent absence? A./ The Head replied - Yes, there will penalty notices for specific children as parents are not engaging with the school to try to address any issues. The Headteacher explained the processes that had been followed and the systems in place under the attendance policy. They were happy that the school was doing as much as possible to engage parents and address concerns before requesting FPNs. The governors are confident that there is a robust system in place to address attendance concerns.</p> <p>Q./ A governor asked – how are the Celebration assemblies set up? A./ The Head replied - These are split into phases.</p> <p>Phonics – Lee Mayes and Amy Ellerby have completed a significant amount of work around phonics and investigating the best phonics schemes to be put into place. It has been agreed that Bug Club is the scheme the school will use. It was noted that the schemes come with</p>	
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extensive teacher planning. The staff are tailoring the plans to fit with the needs of the pupils.

It was noted that there does not appear to be a transitional problem with moving from group phonics to whole class phonics. Pupils that are struggling with phonics are receiving additional phonics sessions during the course of the day. Each child has a phonic book linked to their specific phonics ability. Each child (once they are confident with their phonics) will also have a reading book that may be pitched slightly higher than the pupil's phonic ability – the book should be shared with parents and carers. There will be a video, explaining to parents about the scheme uploaded onto the school website.

The school has invested heavily in sets of phonics books to ensure that there is sufficient stock. It was noted, however, that without purchasing 60 copies of the first few sets it is not possible to ensure every child has a physical phonics books (this is financially impossible). Instead, the school prioritises phonics books for children who are not keeping up with the programme. Other children may have books that are not fully decodable but these books have limited irregular words and they are taught to the child before they take them home.

The staff have received CPD on the new phonics scheme and the staff guide is extremely accurate on the method of delivery. There will be further work in looking for a phonics scheme for years 3,4,5,6.

Q./ A governor asked – does the school need to invest in more books?

A./ The Head replied – there should be enough books available for each child to take home a physical book matched to either their phonics knowledge if they are falling behind or the current stage of the teaching programme if they are keeping up. Additional sets of phonics have been purchased to try to ensure that as many pupils as possible have access to the phonics material. Alongside this children do have books allocated to them online but this is not viewed as a substitute by the teachers or leaders.

Q./ A governor asked how parents, particularly of younger children, would be informed of the changes to the reading and phonics schemes?

A./ The Head explained that a letter would go to parents with a link to a video created by Mrs. Ellerby and Mr. Mayes.

Q./ Governors asked if the importance of homework could be stressed alongside the video.

A./ The Head agreed that this could be done.

Leadership and Management

Q./ A governor enquired how would PE, RE and Computing be developed in the future?

A./ The Head responded – moving forward, PE will continue to be delivered by an external agency.

Currently there is a bought in scheme to support the delivery of RE –

111 Updated SDP to be brought to FGB meeting be May 2023

longer term there is a progression plan that could be adapted to become a scheme of work with an RE teacher leading the development.

There is a comprehensive scheme of work in place for Computing but is weaker in comparison to the other subjects. There is currently an advert running for a Computing lead/teacher for 1 ½ days a week. The closing date for the advert is 23rd February 2023.

Q./ A governor asked - How are parents updated about their child's progress?

A./ The Head responded - There is a parents evening every term (3 times a year – online), an annual report is produced each year. The busy bee cafés are a way of parents coming into school to see their child's work.

Q./ A governor asked – is there any way that the length of the parent consultation can be made longer as 10 minutes seems to be too short. The suggestion was made that the first parent consultation could be 15 minutes.

A./ The Head responded – 10 minutes is the standard and this makes the work load manageable for the staff. Making a parent consultation 15mins add an addition 2.5 hours to the day which is just not possible. The staff governor also explained that teachers were available before and after school for parents and regularly made phone calls or held additional meetings to address concerns where necessary.

Q./ Could the information sent via the individual assessment summary be sent before parent consultation.

A./ This is something that the leadership is actively discussing. There are some downsides to this depending on how current the data is.

Q./ A governor asked if the SDP will be updated and if it will show the changes that have been made to it.

A./ The Head responded – this has been updated and can be shared in the FGB meeting in May 2023.

School data

The data report had not been issued to the governors prior to the meeting. It was noted that that the vast majority of pupils had made levels of progress since the Autumn term. 3 Steps of progress is currently at 26.1% across reading, writing and maths. 2 steps of progress is currently at 85.5% 1 step of progress currently at 98.1%.

Q./ A governor enquired - Is there anything in place to challenge the children at greater depth?

A./ The Head replied - The principle is to teach from the top down – that is to say that the learning is pitched to the highest level of attainment.

Q./ A governor questioned - Is there any correlation between those that are not making any level of progress with the persistent absentees?

A./ The Head responded – yes there is a link.

The governors had a discussion around the data and were pleased with the progress and attainment that had been made across the school.

Q./ A governor questioned whether the pupils that had been flagged as not making the progress levels in year 2 had improved now that they were in year 3.

A./ The Head responded that those pupils have made progress and that there appears to have been an anomaly in the KS1 SATs.

LA Review

The Head gave the governors a copy of the LA review that had been conducted on 13th January 2023 by Sue Bowman and Lisa Valla. The Head gave a brief overview of how the inspection had been conducted. The governors were invited to look through the report summary. Phonics had been an area that they were not able to assess and since the visit the new schemes had been put into place to support phonics progression.

Q./ A governor asked – the recommendation is that the spellings for the week are displayed in the classrooms, had this been actioned?

A./ The Head responded – Rebecca Wilding is currently researching into a new spelling program and will take the lead on the feedback raised from the LA visit

Q./ A governor asked – Will the progression in art be refined as the report from Sue Bowman shows there are some misunderstanding around the assessment of the subject because the progression document is in year groups but the teaching is in is phases? Is it possible that this could be the same across DT?

A./ The Head responded - This would be the same in DT and Music but that he considers Sue's assessment of the misunderstanding to be incorrect. The progression document does not need any alteration. There needs to be an adjustment to the understanding of the planning process as the classes are mixed year groups. Most of the teaching staff have not taught in mixed age classes and so understanding how to amalgamate statements or teach both steps in the progression document and then how to assess them is not something they are used to. The SLT have discussed this and will address it through the DT CPD that is being planned for the spring term.

Q./ A governor questioned - What would your subjects be for an Ofsted deep dive?

A./ The Head responded - The reading, writing, maths, science (although it depends on the day of the visit) geography, DT, music, art
If OfSTED were to come on a Friday we would highlight RE and PE. If OfSTED want to see these subjects being taught then it will depend on the days they visit. In some cases, OfSTED will do a deep dive without seeing teaching and just talking to the subject lead whilst looking at outcomes.

The governors commented that the report was encouraging and

	<p>reflected the improvements in the quality of education within at the school.</p> <p>Preparation for Ofsted</p> <p>ST asked the Head how could the governors prepare for an Ofsted inspector.</p> <p>The Head suggested that he could ask Sue Bowman to conduct a review with the governing body. Governors agreed this would be useful and welcomed the opportunity.</p>	<p>112 The Head to arrange with Sue Bowman a workshop for the governors on the key questions that may be raised in an Ofsted inspection.</p>
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<p>7</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>Governor Business</p> <p>Governor Training RA, MB and ST have all completed the Ofsted Readiness webinar RA – induction to governing completed. ET has completed PREVENT refresher training.</p> <p>Governor Visits</p> <p>RE visit undertaken by LS. It was noted that there seemed to be a lack of evidence gathered. The Head noted that the drive was on writing across all subjects and that there should be writing in all lessons at this current point in the academic year.</p> <p>Governor Visit Planning for spring term 2 and summer 1</p> <p>H & S visit RA – summer 1 CPD and foundation – spring/summer 1 Phonics visit HJ – summer 1 DT visit – AS spring 2 EYFS – Mary Barnes spring 2 SEND – AS – summer 1</p>	<p>113 HTPM meeting date to be arranged ST, ET and Head.</p>
<p>8</p> <p>i</p>	<p>Finance</p> <p>Budget Monitoring Report (December 2022 and Jan 2023) ST had made the previous report available to the governors prior to the meeting. It was noted that there was a change in the expected out-turn from £375,000 to £417,000.</p> <p>The school has a healthy carry forward which is capped at 15% by county.</p>	

	<p>The 5 year forecast is looking inline with the projections – however the main cause for concern is the utilities costings. There is funding of £15,000 coming in from the government to make improvements in line with energy efficiency,</p> <p>Census numbers in October are down on previous years and there are predicted lower numbers of pupils coming into the school.</p>	
9	<p>Policies</p> <p>i BVC Specific policies</p> <p>1. Online Safety Duly approved and adopted by the FGB It was noted 3.3 needs to be amended to show other person shown as currently the Head is noted at the DSL and The Head. A governor asked if the appendices were all relevant and should the governors sign to agree to the Online Safety Policy. The governors agreed that Governors and volunteers need to sign the policy and that EYFS and KS1 would be removed – KS2 would remain but the language within it would be adapted to make it more child friendly.</p> <p>Standard LA policies</p> <p>2. Support for pupils with medical conditions</p> <p>3. GDPR</p> <p>4. Code of Conduct</p> <p>5. Staff discipline and conduct</p> <p>6. Managing allegations against staff</p> <p>7. Discretionary leave of absence – the governors opted to choose option 2 Duly approved and adopted by the FGB</p>	<p><i>114 The Head will need to amend the policy to read DDSL from DSL. Once the amendments had been made the governors were in agreement to accept the policy.</i></p> <p><i>115 The Head to confirm liability and indemnity for Support for pupils with medical conditions and Discretionary leave of absence with the insurance company</i></p>
10	<p>Safeguarding ET – had conducted the SCR review and this had been compliant. The HT reported that the one required action identified at the visit has now been completed.</p>	
11	<p>Communication between staff, parents and governors</p> <p>5 points from the GB</p> <ul style="list-style-type: none"> • Thanks were given to Amy Ellerby and Lee Mayes for their hard work implementing the new phonics scheme across the school. • Governors would like the school leadership to emphasise the importance of phonics and reading with parents. • The governors were pleased with the levels of progress being made by pupils across the school • The governors have made several visits into the school and have been impressed that the improvements they have seen match the reports from subject leaders and the senior leadership team. • The governors were pleased with the external validation of the judgements being made by the school within the review report 	

	from the Local Authority advisers Sue Bowman and Lisa Valla.	
12	What impact is the GB having on particular vulnerable groups? There is a new SEND link governor and a pupil premium link governor and both have made visits into the school.	
13	AOB Nil	
14	Dates of planned meetings 28 March 2023, 2 May 2023, 13 June 2023, 11 July 2023 to start at 5pm	
	Meeting closed at 7:14pm hours.	

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 1st November 2022			
403	Governance monitoring of the school website.	MB	To be completed by end Jan 2023
FGB Actions from 13th December 2022			
106	Possible provision of replacement school choir master	LS	10 th March 2023
107	Class time tables to be made available on the school website.	Head	By 28 th Feb 2023
108	School clubs to be added to the school website	Head	By 28 th Feb 2023
409	CGS to be notified of resignation of HU as parent governor.	Clerk	By 14th Dec 2022
110	Parent governor election	Head	To be completed 10 th March 2023
FGB Actions from 7th February 2023			
111	Updated SDP to be brought to FGB	Head	FGB meeting 5 th May 2023
112	Meeting to be arranged with Sue Bowman for governors to be Ofsted Ready.	Head	By 28 th Feb 2023
113	HTPM meeting to be convened	ST, Head, ET	By 15 th May 2023
114	Amendment to Online Safety Policy	Head	FGB meeting 28 th March 2023
115	Confirm liability and indemnity for Support for pupils with medical conditions and Discretionary leave of absence with the insurance company.	Head	To be completed 28 th March 2023