

**Held on Tuesday 27<sup>th</sup> September 2022 at 1700 hours**

<b>Governors:</b>	Rhiannon Beal (RB), Antony Kern (Headteacher – AK), Hannah James (HJ), Steve Taylor (ST), Edris Tildesley (ET - Chair), Amanda Staples (AS), Helen Upright (HU) left the meeting at 6:15pm, Reena Appadoo (joined virtually)
<b>In attendance:</b>	
<b>Clerk:</b>	Meleena Walsh (Camclerk - MW)

	<b>Discussion</b>	<b>Decisions Made / Actions Agreed</b>
<b>1.</b>	<b>Welcome</b> The Chair welcomed all to the meeting. The GB was quorate based on the number of governors in post.	
<b>2.</b> i. ii	<b>Apologies for Absence</b> Receive apologies for absence: nil Consent/Non-consent to absence: nil	Non recorded.
<b>3</b>	<b>Declaration of direct or indirect pecuniary interest in any of the following items</b> nil	No declarations for items on this agenda were made.
<b>4</b> i	<b>Minutes of last FGB meeting(s): 12<sup>th</sup> July 2022</b> To approve the minutes of the FGB meeting 12 <sup>th</sup> July 2022	Minutes of FGB meetings 12 <sup>th</sup> July 2022 were <b>APPROVED and duly signed by the Chair.</b>
<b>5</b>	<b>Agreed Actions Update</b>  See table at end of minutes for updates.  <b>FGB Actions</b>  Items 093 - 099 added to the table below.	

<p>6</p>	<p><b>Science Presentation</b> – Powerpoint delivered by Ben Hewitt (Subject Lead)          BH talked through his presentation noting;          Two kinds of knowledge that are key to preparing the students at BVC for secondary school learning. These are Substantive knowledge (noted that this is being covered well at BVC) and Disciplinary knowledge which comprises of the 8 threads of working scientifically in science. Moving on from knowledge organisers a skills organiser has been produced for each year group. Investigation into working memory within science – the yearly science plan covers the progression through the year groups and at the start of each new unit, a diagnostic lesson is run to assess the level that the children are at, based on previous learning. It was noted that the diagnostic test did not just involve a pen and paper test, but has an element of practical investigation. A move away from using the key scientist (i.e. Stephen Hawking) at the start of the unit as a historical focus, focussing more on the impact that the particular scientist had on their scientific field. The children were to undertake investigations to show their working skills. BH will continue to monitor the delivery of science through book scrutiny and ongoing CPD.</p> <p><i>Q./Does this link to target tracker?</i>          A. BH answered that the progression document links into tracker.  <i>Q./ How do you support the children to be assessed in science if they are not great at writing?</i>          A. BH responded that each element of the science is tailored to fit the level that the children are working at, so for example word mats were provided for children needing support to complete stem sentences.  <i>Q./ What feedback have you have from staff about the science planning?</i>          A. The staff have found the mid- and long-term planning very useful to help them see the progression of the science units. EYFS have found it very useful to see how their science links into KS1 and KS2.  <i>Q./ What feedback have you had to give the staff?</i>          A. The second round of CPD was based on recent book monitoring and this would continue to be done once as a termly refresh for staff.</p> <p>The governors thanked BH for his hard work on the science curriculum.</p>	<p><i>093 Chair to thank Ben Hewitt on behalf of GB</i></p>
<p>7</p> <p>i.</p>	<p><b>School Improvement</b></p> <p><b>Headteacher’s Report</b> – issued out to the governors prior to the meeting.</p> <p>Additions to the report - New HLTA starting by the end of September. Maternity cover in place to start for Y1 in early October. It was noted that maths monitoring has taken place within school, all subjects are being monitored frequently. Outcome for modelling (maths) expectations conducted by members of the SLT and this in turn is being monitored to see that has been implemented.</p> <p>Safeguarding Training – 8 members of staff to undertake safeguarding face to face training. All have received the paperwork and KCSiE. All</p>	

	<p>members of staff will have received the training before Christmas 2022.</p> <p><i>Q./ What clubs are running this year?</i></p> <p>A. The Head responded - Teacher run clubs will be on a Monday after school, tutoring on a Tuesday and external clubs on the other days.</p> <p><i>Q./ Is the catch-up tutoring running as expected?</i></p> <p>A. The Head responded - Not at the moment as there has been a shortage of quality tutors available. The tutoring that is being undertaken is currently teacher time.</p> <p><i>Q./ There appears to be a reduction to the pupil premium numbers, is this a pattern?</i></p> <p>A. The Head responded - This is because the children in KS1 are in receipt of free school meals and when they move up into KS2 parents are reticent to be singled out as requiring need and therefore do not apply for funding. The school will be looking at ways to get around the stigma associated with being a pupil premium family.</p> <p><i>Q./ In Quality of Education, how is spelling being pushed at the start of this academic year?</i></p> <p>A. Head responded - The key words are now up on display in classrooms. There is an opportunity of the subject leads to undertake classroom visits and monitoring with a view to having an action plan in place after Christmas.</p> <p>The Chair complimented the Head on the new school website. It was agreed that a governor would take responsibility for auditing the school website on a termly basis.</p> <p><b>ii. School Development Plan – Monitoring arrangements for the Governing Body 2022-23</b></p> <p>The Head shared the SDP with the GB prior to the meeting. The Chair commented that SDP was a key document that the governors should use in order to plan their monitoring visits. The governors were asked if they had any questions.</p> <p><i>Q./ How will the Head report back to the governors that the items on the SDP are being completed?</i></p> <p>A. The Head replied that there would be an update in the Headteacher's report at each FGB meeting, detailing the progress on the areas identified.</p> <p>It was noted that there was a Maths Deep Dive scheduled for 11<sup>th</sup> October and the findings would be reported at the November FGB meeting.</p> <p><b>iii. Safeguarding – Annual Report</b></p> <p>Deferred to the next meeting.</p> <p>The Chair mentioned that the fire alarm went off at the end of the school day (27<sup>th</sup> Sept) and it was very well handled by staff and pupils.</p>	<p><i>094 Governor to be assigned as termly website monitor.</i></p> <p><i>095 Safeguarding Annual Report for November FGB</i></p>
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<b>8</b>	<b>Governor Business</b>	
i	<p><b>Governing Body Membership -</b> The governors were informed that there were a possible 3 potential candidates for the 2 governor vacancies. It was recommended that Mary Barnes and Lauren Sewell be offered the opportunity to become school governors. Note - Lauren Sewell will be as a co-opted governor.</p>	
ii	<p><b>Governor Training</b> ET has attended the termly briefing A number of other governors have booked onto training over the coming weeks.</p>	
iii	<p><b>Governor Visits/monitoring (inc HTPM)</b> Visit reports have been uploaded onto Teams.</p>	096 Governors will discuss visits that have been undertaken at the FGB meeting in November 2022
iv	<p>Camlerks SLS – School Bus Subscription It was decided that the school did not need to subscribe to the School Bus.</p>	097 Clerk to inform CGS that there will be no uptake on the School Bus.
<b>9</b>	<b>Finance</b>	
i	<p><b>Budget Monitoring Report</b> ST informed the governors that the report had been run for the start of the academic year. This has created a few anomalies which cannot be rectified until County have run the finance reports which will unlock the system. Ray Byford informed the school, that according to his reports the school was financially secure at this point in the academic year. A new report will be brought to the next FGB meeting.</p>	
ii	<p>Admissions 2024 School PAN is set at 60, the current academic year intake is 54. No data for 2024 given by County.</p>	
<b>10</b>	<b>Policies</b>	
	<p><b>BVC specific policies</b></p> <ol style="list-style-type: none"> <li>1. Educational visits</li> <li>2. First Aid</li> <li>3. ICT Acceptable use</li> <li>4. Pay and performance management</li> <li>5. Physical intervention</li> <li>6. Physical intervention record</li> <li>7. Safer recruitment</li> <li>8. SEND (to be deferred to November meeting)</li> <li>9. SEND Info report (to be deferred to November</li> </ol>	<p>098 8 SEND deferred to November 2022 9 SEND info report deferred to November 2022 13 Exclusions Policy -</p>

	<p><i>meeting)</i></p> <p><b>Standard LA policies</b></p> <p>10. Admissions  11. Safeguarding and Child Protection (must be read by all)  12. Children Missing in Education  13. Exclusions – deferred until next meeting, 1<sup>st</sup> November 2022  14. Looked After Children  15. Grievance procedure  16. Grievance policy  17. Intimate Care</p> <p>The Governing Body duly ratified and adopted Standard LA policy numbers 10, 11, 12,14,15,16,17.  The Governing Body duly ratified and adopted the BVC policy numbers 1, 2, 3, 4, 5, 6, 7.</p>	Deferred until Nov 2022
11 i	<p><b>Communication between staff, parents and governors</b></p> <p>5 points from the GB</p> <ol style="list-style-type: none"> <li>1. School Development Plan reflects and implements the discussion had by the governors at the July meeting.</li> <li>2. The Science presentation given by Ben Hewitt was very insightful into the way the staff CPD is linked to pupil learning.</li> <li>3. Safeguarding remains a high priority in school and is effective and the policies reviewed by governors reflect this.</li> <li>4. We are delighted to be in the position of having 2 potential governors ready to join the FGB.</li> <li>5. The GB welcomed the new additions to the staff team.</li> </ol>	
12	<p><b>What impact is the GB having on particular vulnerable groups?</b></p> <p>Pupil premium strategy raised by governors as a priority to be reviewed at the next meeting in November 2022 (Chair and pupil premium lead governor).</p>	099 Pupil premium strategy to be brought the November FGB meeting.
13	<p><b>AOB</b></p> <p>It was agreed the next subject lead presentation will be geography in November 2022</p>	
	Meeting closed at 18:59pm	

**ACTIONS:**

No.	Action	Owner	Timescale
<b>FGB Actions from 02 November 2021</b>			
056	<del>This will be reconvened with a new governor and lead set at meeting on 12 July 2022 and started in September 2022</del>	RB/AK	12 July 2022 and September 2022
<b>FGB Actions from 14<sup>th</sup> June 2022</b>			
084	<del>HJ to arrange an English visit before the end of the Summer term.</del>	HJ and A Fox and S Baugh	4 July 2022
085	<del>Provisional governor school visit date 12<sup>th</sup> July 2022. Timetable to be set and email sent to GB</del>	AK and KT	20 June 2022
086	<del>Skills audit to be completed by GB and sent to the Clerk.</del>	All	21 <sup>st</sup> July 2022
087	<del>Review on the work of the Governing Body – edits to be made and then reissued to the Clerk</del>	The Chair	21 <sup>st</sup> July 2022
088	<del>EYFS and Behaviour and Attitude to be added to the visit proforma.</del>	The Head	20 <sup>th</sup> July 2022
089	<del>All governors to send in dates to the office for their school visits (clearly indicating what they will be visiting)</del>	All governors	20 <sup>th</sup> July 2022
090	<del>Pecuniary Interest forms to be sent be completed and sent to the clerk.</del>	All governors	20 <sup>th</sup> July 2022
091	<del>FGB meeting dates to be set and emailed out to the FGB</del>	The Head and The Chair	20 <sup>th</sup> July 2022
092	<del>Findings from parent voice playground discussions to be gathered and sent to the GB.</del>	ST	20 <sup>th</sup> July 2022
093	Thanks to be given to Ben Hewitt for science presentation.	Chair	30 <sup>th</sup> Sept 2022
094	Governor to be assigned as termly website monitor.	Chair	November FGB meeting.
095	Safeguarding Annual Report for November FGB	Head	November FGB meeting.
096	Governors will discuss visits that have been undertaken.	All	November FGB meeting
097	Clerk to inform CGS that there will be no uptake on the School Bus.	Clerk	By 30 <sup>th</sup> Sept 2022
098	8. SEND deferred to November 2022 9. SEND info report deferred to November 2022  13. Exclusions Policy - Deferred until Nov 2022	All	November FGB meeting
099	Pupil premium strategy to be brought the November FGB meeting.	Head	November FGB meeting