

Minutes of FGB Meeting for Burwell Village College Primary School Held on Tuesday 3rd May 2022 at 1800 hours

Governors:	Rhiannon Beal (RB), Hannah James (HJ), Antony Kern (Headteacher – AK), Amanda Staples (AS), Steve Taylor (ST), Edris Tildesley (ET - Chair), Helen Upright (HU)
In attendance:	
Clerk:	Meleena Walsh (Camclerk - MW) Karen Taylor, School Business Manager (KT)

	Discussion	Decisions Made / Actions Agreed
1.	Welcome The Chair welcomed all to the meeting.	
2. i. ii	Apologies for Absence Receive apologies for absence: Riccardo Bonaiti (RB)apologies were received. Helen Upright (received after the meeting). Consent/Non-consent to absence	Consent to absence was given for RB. Consent to absence for HU given by the Chair.
3	Declaration of direct or indirect pecuniary interest in any of the following items None declared	No declarations for items on this agenda were made.
4 i	Minutes of last FGB meeting(s): 29th^h March 2022 To approve the minutes of the FGB meeting 29th March 2022 Amendment on page 2 – KM is the only permanent member of staff. (not as recorded ‘the only qualified’)	Minutes of FGB meetings 29th March 2022 were APPROVED and duly signed by the Chair.
5	Agreed Actions Update <u>FGB Actions from 02 November 2021</u> 056 PD/AK to review the PP Strategy prior to the next FGB meeting – roll forward RB/AK by June meeting. 057 Governors to use AKs monitoring form and review at the next meeting – roll forward All 12.07.22 FGB - <i>Actioned</i> 068 Governors’ available for recruitment on 28/04/22 - <i>actioned</i> and noted in staffing in this meeting 069 ET/AK to meet 4 May 2022 1pm 070 AK to clarify SEND numbers for the next FGB meeting - <i>Actioned</i> SEND 23, 3 with EHCP 071 Clerk to forward training information to RB Clerk - <i>Actioned</i> 072 AK to provide an update on the finance audit action items at the next meeting - <i>Actioned</i> as covered in this meeting. 073 Governors to review the Attendance Policy - <i>Actioned</i> as discussed in this meeting.	056: roll forward

6
i

**School Improvement
Headteacher School Operational Report – Made available via
Teams prior to the meeting.**

AK gave a brief overview of the position of the school at the present time, and it was noted that staff are feeling more confident in the systems and processes that are in place. This encompasses the mixed key stage learning that is taking place on Fridays. Looking ahead to next year AK stated that the structure on the school day will remain the same in principle for the academic year in 2022/23. It was noted that Fridays were working well for the teaching staff and that the children were enthusiastic about the Friday learning.

Q/. Does the Friday CPD count towards the teachers PPA?

A/. AK responded: No, it is in addition.

Q/. Is this something that you did in your previous school?

A/. AK responded that this is something that has come about through engaging with staff based around teaching and learning.

Q/. Is this something that happens in other schools?

A/. AK responded that to his knowledge it is not something that is undertaken in quite the same manner as it is at Burwell.

AK commented that this will be monitored to ensure that it is offering best value for staff and children.

Behaviour around the school is continuing to improve and is good in general. The additional external behavioural issue (reported at the meeting in March) outside the school has ceased for the time being.

Staffing Update

AK noted that the cut off for teacher resignations is 31st May. AK has had conversations with staff and the governors will be updated in due course if there are any resignations.

Assistant head post interviews were conducted this week. The position has been offered to L Mayes and he has duly accepted. The new staff member has considerable knowledge of working within an RI school. L Mayes will have responsibilities around core subjects starting with maths from September.

Advertisements will be placed for a class teacher and 2 x cover supervisor roles. The supervisor roles will allow for flexibility cover sickness etc

LA support

Nothing to report

Safeguarding

A new family has moved into the area and this has placed 2 new pupils on child in need plan in school.

Current Covid 19 protocols

Expectation is that if a child has symptoms, they are advised to isolated for 3 days. Adults for 5 days. Children are sent home if they have Covid symptoms. There are not mandatory requirements to test.

Q/. Have you had any push back on this?

	<p>A/. AK – no in general parents have been supportive. KT informed staff that X codes have been removed from absence recording. AK informed the GB that additional cleaning measures have been removed. Q/. <i>Has the school gone back to having a whole school assembly?</i> A/. AK yes, we have but we also have online phase assemblies and there are online assemblies on a Friday for logistical purposes. Q/. <i>Will this lead to parents be invited into school?</i> A/. AK this is the plan moving forward.</p>	
<p>7 i. ii. iii.</p>	<p>Governor Business</p> <p>Governing Body Membership ET informed the GB that there has been interest from an external member through CGS and she will be meeting AK and ET after ½ term and if suitable she will be invited to attend a FGB meeting. In the July meeting it was noted that this was the ideal opportunity for someone to consider becoming vice chair. Current governors should give the role some thought.</p> <p>Governor Training ST attended the Governor Induction training and felt that it was worthwhile. He commented that the online training was of a good standard.</p> <p>Governor Visits RB is scheduled for a visit this ½ term. ET is scheduled for a data visit. AS is scheduled to visit AK for a walk around the school and a science visit in due course. HJ – will met with the English lead this ½ term – date to be confirmed. DD had met with English leads and the visit note was available for the meeting.</p>	

<p>8</p> <p>i</p> <p>ii</p> <p>iii</p>	<p>Resources to support learning</p> <p>Scheme of Financial Delegation for ratification The audit flagged that this is a document that the school should have in place. This is ready in principle but there are a few final checks to be confirmed with Ray Byford.</p> <p>Approval of SFVS The document was made available to the GB via Teams prior to the meeting. This is a document for the GB to hold the staff and the school to account for the managing of school financial conduct. It was noted that some of the links did not work. AK talked through some of the points on the SFVS and clarified why some were answered 'in part' and not 'yes' <i>Q/. Who were are closest LA school that we could work collaboratively with to ensure the best value for purchasing goods.</i> <i>A/. KT commented there were a few school from the old 'circle schools' group that Burwell could collaborate with in the future.</i> <i>Q/. Is there was a Disaster Recovery Plan</i> <i>A/. AK and KT informed GB that this was in place and was due to be updated in the coming months.</i> AK informed the GB that the SFVS has a dashboard that indicated where the school is in relation to other schools of the same size etc. <i>Q/. Are we concerned about the dashboard where there is a red indicator?</i> <i>A/. AK stated that these were not a worry, things like energy are an unknown but the school has budgeted as appropriately as possible.</i> The GB agreed unanimously for the SFVS to be signed by the Chair for submission.</p> <p>Budget for 2022/2023 The draft budget for 2022/2023 was made available to the GB prior to the meeting via Teams. Paper copies were also made available at the meeting. AK informed that GB that the senior management team review the budget on a monthly basis so that clear forecasts can be made based on projected changes/costs. It was noted that a push would be made on school lettings over the future months but this would need to be managed so as not to overwhelm the site manager.</p> <p>It was noted that the school is showing a large carry forward and that this is something that needs to be carefully managed in terms of spend. Looking at what is beneficial for the pupil learning. It has been discussed with Ray Byford whether there is any need to budget for inflation – the answer was no as the DfE will adjust the budget to allow for this. <i>Q/. Covid catch up funding is going to be continuing over the next 3 years.</i> <i>A/. KT and AK stated that they are not sure if this funding will be available in this form or through a different scheme (tutoring).</i> AK led a discussion around the budget working through each budget line, giving the governors an opportunity to ask questions. It was noted that the spend on advertising would be reviewed and whether the service TES provided was value for money. AK and KT will be reviewing in due course. AK talked through the budget picking out relevant points. There has</p>	<p>074 Future meeting item 8 should be titled finance or something similar</p> <p>075 Scheme of Financial Delegation to be brought to the June meeting.</p> <p>076 New folder to be set up on Teams to contain all of the relevant paperwork for the SFVS</p> <p>077 Anti-Fraud, bribery and corruption policy to be brought to the June meeting for ratification</p> <p>078 Whistle blowing will be amended to contain the above.</p>
---	---	---

iv	<p>been a move to all of the building maintenance to one maintenance provider.</p> <p><i>Q/. Why is there a zero in the curriculum budget line?</i></p> <p>A/. AK informed the GB that these are split out into the revenue lines, so that they could be seen more clearly.</p> <p><i>Q/. How many educational trips are there each year?</i></p> <p>A/. KT and AK stated that this was only just starting to open up, but this is usually one main trip and another offsite visit.</p> <p><i>Q/. Is there update in school meals increasing?</i></p> <p>A/. The uptake in school meals is not rising at the moment. There are 3 funding streams for school meals. Staff meals. Pupil meals, EYFS and KS1 free school meals. There are 4 expenditure lines the 3 lines equating to the income streams and a fourth which identifies the other free school meals children for whom the school pays the cost as this is included in the school block funding statement. Ideally, the 3 income lines will off-set against the 4 expenditure, meaning that there is little if any actual cost to the school for the production and take up of school meals.</p>	
v	<p>It was noted that the funding streams are covering the cost to the school of the other free of the school meals on present calculations. This will continue to be monitored over the coming academic year.</p> <p>Monthly Budget Report Covered in the discussion around the budget</p>	<p>079 KT to add the Revenue forecast for 2022/23 – 2026/27</p>
vi	<p>5-year Budget Forecast AK talked through the revenue forecast for 2022/23 – 2026/27 (this will be made available on Teams. There is still showing a healthy carry forward at the end of the 5 years. AK talked through the 5 year spend plan (and the impact that it would have on the pupils. The governors were asked for their approval on the projected spend plans.</p> <p>Detailed plan for carry forward spend AK talked through the spend plan for 2021/22 (and the impact that it would have on the pupils. The governors were asked for their approval on the projected spend for this academic year.</p> <p><i>Q/. You stated that there were areas in the budget were the anticipated spend was being used which has brought about the carry forward. Is there a way for this to be measured in the future?</i></p> <p>A/. AK and KT responded that Ray Byford would be coming in on a monthly basis to carry out a check on the budget so that this does not occur moving forward.</p> <p><i>Q/. As there is money available is there any way that the curriculum spend can be increased for this year?</i></p> <p>A/. Staff and Subject Leaders have been challenged to discuss this and clearly show how any additional spend can be beneficial to pupils.</p> <p><i>Q/. Are there other ways that the children and families can be supported outside of the school day with extracurricular activities.</i></p> <p>A/. AK and KT responded that this was something that could be looked at in the next academic year.</p>	<p>The governors were in agreement in principle for the carry forward spend to commence as laid out in the plan.</p> <p>The governors were happy to receive the 3 quotes for works in the carry forward plan to be issued to governors via email for agreement.</p> <p>The governors were in agreement that the budget could be submitted to county.</p>

<p>vii</p>	<p>.</p> <p>School Policies</p> <ul style="list-style-type: none"> • Attendance Policy (focus on unauthorised absence criteria) <p>The governors were asked to discuss the attendance because the school had received a complaint that an absence had not been authorised for a grandparent's funeral. The Chair had made it clear that the policy had been followed, however, she had also agreed that it was right to discuss the policy in light of the complaint. The governors discussed the attendance policy wording and whether it should be amended to include grandparents. It was agreed that whilst this could be added in it could also lead to the policy being 'misinterpreted'. It was agreed that the policy needed to be clear and open to as little interpretation from parents and the school as possible.</p> <p>The questions were raised as to what constitutes a grandparent? Is this natural birth lineage or co-habiting relationship, step grandparent? How would the head be able to check requests for grandparents were genuine? It was discussed that if grandparents were added in then perhaps there would be further requests for significant others to be included in the list, particularly as this was on the basis of a single complaint being received. There was a discussion around whether a child of primary age should be taken to a funeral setting. It was agreed that it was down to the parent/carers own personal choice.</p> <p>What has been lacking in the school for a period of time is clarity for parents. Parents and staff need the reassurance that when the school makes a decision this will be implemented and followed through. Where there is a clear mistake then decisions can obviously be altered or reversed but the most important aspect is that the school remains clear and consistent in its decision making and application of policy and practice.</p> <p>It was agreed that the wording would stay as is for clarity and that any parent wishing to take a child to a grandparent funeral would do so whether or not the absence was authorised. The governors were in agreement that the policy would remain the same.</p> <ul style="list-style-type: none"> • Sex and Relationships Policy <p>Governors were happy with the content of the policy.</p>	<p>Attendance - The governors were in agreement that the policy wording would remain the same.</p> <p>The Sex and Relationship policy was duly accepted and ratified by the FGB.</p>
<p>9</p>	<p>Communication between staff, parents and governors</p> <p>It was agreed that no communication following this meeting was necessary.</p>	

10	What impact is the GB having on particular vulnerable groups? No comment was made on this item at the meeting.	
11	Any other business AK and the governors thanked KT for all of her hard work in putting the budget together for the submission. The governors were in agreement that future FGB meetings will start at 5pm from 12 July 2022.	
12	Dates of planned meetings 14 June 22; 12 July 22	
	Meeting closed at 20:31 hours.	

ACTIONS:

No.	Action	Owner	Timescale
FGB Actions from 02 November 2021			
056	PD/AK to review the PP Strategy prior to the next FGB meeting – <i>roll forward</i>	RB/AK	14 June 22
FGB Actions from 3rd May 2022			
074	Future meeting item 8 should be titled finance or something similar to make it explicit about content.	AK/ET	14 June 22
075	Scheme of Financial Delegation to be brought to the June meeting.	AK	14 June 22
076	New folder to be set up on Teams to contain all of the relevant paperwork for the SFVS	KT	End of w/c 9 May 22
077	Anti-Fraud, bribery and corruption policy. To be brought to the June meeting for ratification	AK	14 June 22
078	Whistle blowing will be amended to contain elements of the anti-fraud, bribery and corruption policy. To be brought to the June meeting for ratification.	AK	14 June 22
079	Add the Revenue forecast for 2022/23 – 2026/27	KT	w/b 9 May 22