

MINUTES OF FULL GOVERNING BODY MEETING

BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL

Wednesday 20th March 2019

Chair for this Meeting:	Joanne Lambdon (JL)
Clerk:	Susan Cherry (SC)
Meeting held at:	Burghfield St. Mary's School, 8.30 am
Present:	Antony Gallagher (AG), Geri Briggs (GB), Karen Carmichael (KCA), Anthony Dench (AD), Steve Dunham (SD), Dave Godwin (DG) (Left Item 17 at 10.45 am), Craig Hudson-Peacock (CHP) (Left Item 17 at 10.45 am), Joanne Lambdon (JL), Ruth Leuillette (RL), Deborah Marsden-Kwan (DMK), Colin Thompson (CT).
In attendance:	Susan Cherry (SC) and Jane Eyre (JE), English Subject Lead.

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	Opening Prayer. A Foundation Governor led Governors in the opening prayer.	
2.	Apologies. Apologies were offered and accepted from Lenice Prosser.	
3.	Declaration of Pecuniary Interests. <u>3.a Declaration of Pecuniary Interests.</u> No new Pecuniary Interests were declared. <u>3.b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared. <u>3.c Code of Conduct, Declaration and Pecuniary Interest Forms.</u> A Governor filled in all his outstanding Forms. <i>The Clerk will update her records accordingly.</i>	SD Clerk
4.	Minutes of the last Full Governing Body Meeting held on 28th January 2019. The Minutes from the above Meeting were agreed to be a true and accurate record. <i>The Clerk will file the Minutes.</i>	Clerk
5.	Matters Arising. <u>5.a Action Log.</u> An Action Log for the Full Governing Body Meeting held on 28 th January 2019 was circulated prior to this Meeting. Number 8- Headteacher to include in the SEF reference to the Statutory Guidance on KCSIE. The Headteacher confirmed this had not been actioned yet.	

Index:

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	<p><u>He will do so as soon as possible.</u></p> <p>Number 9- Headteacher to include in new SDP at the top that the previous SDP has been largely completed. The Headteacher confirmed this had not been actioned yet. <u>He will do so as soon as possible.</u></p>	AG
		AG
6.	<p>Governing Body Matters.</p> <p><u>6.a Succession Planning.</u> <u>The Chair asked this Item be moved to the Meeting to be held in July.</u></p> <p><u>6.b A Governor to sign Code of Conduct and Declaration Forms.</u> Please see Item 3.c on page 1.</p> <p><u>6.a Governing Body to consider whether to renew membership of the Key.</u> Renewal of the above was due with effect from 1.4.2019. The clerk advised the cost including a discount of 20% was £412 plus VAT. Q: The Chair asked if Governors found it useful. She did. A: A number of Governors agreed they found it to be a useful resource. <u>Governors agreed to renew membership of the Key.</u> <u>The Clerk will inform the Business Manager.</u></p> <p><u>6.b Governing Body to consider whether to purchase the GS SLA.</u> The Clerk read out the relevant information from the Primary School Improvement and Governance SLA. <u>Governors agreed to purchase the Governor Services Subscription Package for £825 and the Leadership Forum Package for £200.</u> <u>The Clerk will inform the Business Manager.</u> Q: A Governor asked if these elements can be purchase separately. A: The Headteacher and a Governor said they did not think so.</p>	Clerk
		Clerk
		Clerk
7.	<p>Health and Safety Update (Standard Agenda Item). The Health and Safety linked Governor said the next Audit was not due until November. He advised the maintenance schedule test dates need to be updated. He is working on this with the Business Manager. He has also visited the school this morning and checked the step ladders. No major issues have emerged. Q: A Governor asked if the Music Room was now safe to use. A: The Headteacher explained what had happened for the benefit of Governors and confirmed West Berkshire had completed all repairs to this room. The lights in the SEND room and year R classroom had also been checked. County have launched an investigation as to who had signed off this work. Q: A Governor commented that perhaps West Berkshire should check all the work this individual had signed off. A: The Headteacher said he had copied in all relevant parties at West Berkshire on the emails he had sent regarding this issue. Q: Another Governor asked if the Health and Safety linked Governor was anticipating any significant changes when the next Audit is due. A: He said only the maintenance schedule test dates will need to be updated.</p>	

Index:

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8.	<p>Safeguarding Update (Standard Agenda Item). The Safeguarding Governor had not had the opportunity to have a Meeting with the Headteacher this term so had nothing to report. Another Governor had attended the latest Forum Meeting. He advise the Meeting had focused on section 128 and advised that new Governors starting after 30.9.2018 needed to have such a check carried out at outset. Those Governors in post by then can be checked should they continue in office after their current term has ended.</p>	
9.	<p>Curriculum Standards (Standard Agenda Item). The Headteacher advised the topic for this term is ‘God’s Green Planet.’ Maths and English book scrutiny has been carried out by the Subject Leaders. Moderation of work is ongoing. The topic for next term is ‘Inventors and Inventions.’ The Curriculum Lead is working on this at present.</p>	
10.	<p>GDPR Verbal Update. There have been no incidents recorded. The school has purchased staff laptops using the Government’s ‘little extra’s’ funding at a total cost of £3,500. This means all school data is secure when staff are working away from BSM.</p>	
11, 12, 13, 14 and 15.	<p>Class Visit/Observation Explanation. The Headteacher advised there is a Visit Form for attendance at Children’s Assembly and a separate Form for classroom visits. The latter has suggested questions to answer. The quality of teaching is for the SLT to decide. He suggested Governors observe how the mastery approach works, particularly with regards to Maths where practice is embedded and how teachers interact with and support pupils. Governors could also observe pupils’ behaviour and their attitudes to learning. Note things you enjoy and any issues regarding the classrooms you visit. The Headteacher assigned Governors year groups to visit and advised Children’s Assembly starts at 9.10 am. Governors will then visit the first year group at 9.40 am and then move to the second at 10.05 am. The Meeting will reconvene at 10.30 am. Upon returning at 10.30 am Governors will take a break and talk to staff.</p>	
17.	<p>Governor Feedback on observations. A Governor said the pupils she observed were engaged and working together well. All felt able to talk to her. Another Governor agreed with both statements. Year 6 shared with him their enjoyment of the time spent being taught Shakespeare by the Reading University students. A third Governor said there was a healthy amount of noise in the classrooms he visited with very different styles of teaching apparent. In year 2 pupils discussed mistakes they had made in their work which he was impressed with. Q: Another Governor commented on the use of physical movement to emphasis points being made and the teaching methodology she had observed with old ‘rote style’ learning in evidence. A: The Deputy Headteacher said with regards to the chanting she had observed, this is part of the mastery approach.</p>	

Index:

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The Chair added one of the mums had commented how much she herself had learned. She had been pleased at how much parents felt able to share with each other.

The Headteacher said a follow-up session may be held.

Q: Another Governor asked if the training teachers had received from the Emotional Health Academy was also designed to support pupils' mental health and well-being.

A: The Deputy Headteacher said yes.

She expanded she had recently attended training on identifying autism in girls. It manifests very differently to boys; this knowledge will increase her ability to help parents who may have a daughter on this spectrum.

19.a Staffing Structure for the Spring term.

Attendance is good at 77.2%. Authorised absence is at 2%. Unauthorised is at .8%. This slight increase is due to holidays.

There are 215 pupils on roll and new enquiries and requests for visits re received regularly.

Q: A Governor asked if most recent in-year transfers are by military pupils.

A: The Headteacher said some are from other local schools. Some have been military pupils attending other local schools who then move to BSM and use the forces exemption to override class size limits.

There is one new pupil starting in year 1 shortly.

Q: Another Governor asked when the school will find out who the school's new intake is in September.

A: The Headteacher said the school should know after Easter though if there are more pupils than places locally the allocation of places may take more time.

A Governor commented that it is positive news that the school looks likely to be full in September.

The Headteacher agreed.

19.b Curriculum and Collective Worship.

Collective Worship stories/themes are taken from 'Story Assemblies for the school year' by Edward J Carter.

On 6th March the school walked to St Mary's church for the Ash Wednesday Service. The service was led by Rev Glynn and supported by the school's years 5 and 6 pupils.

On 4th April the Easter Service will be led by the Reception class children.

The 10 pin bowling competition was very successful with year 5 taking part in 'Worship Treasure Trove' at Bucklebury church.

Year 4 are playing at the Anvil next Wednesday with a selected group performing at Bishop Andrew's retirement service at Woolhampton church on 3rd April.

Year 5 pupils performed in a concert at the Royal Albert Hall on 11th March led by Berkshire Maestro's for Berkshire schools. A brilliant day was had by all.

Q: One Governor commented that Berkshire Maestro's organisation of the event had been somewhat lacking.

A: The Headteacher agreed and said he had fed back to them already.

Index:

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	<p>The Headteacher said the school continues to support local charities and on Red Nose day it was decided not to purchase plastic red noses. A Governor pointed out this year Sainsbury had agreed to collect and recycle them. Finally, Reception children enjoyed a visit from 'Living Eggs'; ten fluffy chicks hatched.</p> <p><u>19.c SIAMS Visit.</u> There is a SIAMS Inspection 21.3.2019. The Chair, Vice-Chair and two Foundation Governors will be present. Governors had all been sent a copy of the SIAMS SEF ahead of this Meeting. The Headteacher advised he is now in possession of the pre-inspection plan. He advised there is a new schedule in use.</p> <p><u>19.d Monitor progress against School Improvement Targets.</u> The Headteacher advised the new SDP has only just been approved and has been in use from the start of this year. Q: A Governor asked if there was anything significant to report. A: The Headteacher said book monitoring is ongoing, curriculum development was ongoing with the Curriculum Lead working on next term's topic. The next phase of the Sandwell project will commence shortly. The resources have now arrived to set up the quiet area for the pupils. The School Partnership Program has completed its first cycle. A review meeting was held last Thursday. The next cycle will start in the second half of the summer term. Miss R Roe, Miss C Brown and Mrs A Leadbetter are working hard on reviewing and updating the RE curriculum.</p> <p><u>19.e SEND Update.</u> The SENCO advised she and the SEND linked Governor had met recently and had a very productive meeting. She advised she is spending a significant proportion of her time on supporting pupils social, emotional and mental health needs. There are also a number of annual review meetings coming up. Over the summer she applied for 2 EHCP Plans but both were refused. She intends to reapply for one and is currently gathering supporting evidence.</p>	
20.	<p>Committee Feedback. <u>20.a Staffing Committee Meeting 26.2.2019.</u> The Minutes of this Meeting have not been circulated. The Staffing Committee cannot consider the structure from September until 31 May which is the last date by which teachers can resign. <i>This will therefore be considered at the next Staffing Committee Meeting.</i> Q: A Governor asked if any staff have requested to teach different year groups. A: The Headteacher said yes adding a significant number had been very proactive.</p>	Clerk

Index:

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	<p><u>20.b Finance Committee Meeting 12.3.2019.</u> The Minutes of this Meeting have not yet been circulated. The Chair of this Committee advised that as the school is close to the end of this financial year this was discussed; it looks likely there will be a healthy carry forward. Next year's budget was also considered with the plan for 5 years ahead also being reviewed. A surplus is predicted for next year but thereafter the school will be in deficit. One key reason are the increased pension costs. Going forward the school may need to consider the salary to turnover ratio. The SLT is looking at restructuring long-term. The school prides itself on ensuring the quality of teaching meets the high expectations it has for its pupils but the financial pressures will only increase. The Headteacher reassured Governors the Finance Committee is fully informed and aware of the school's current and long-term financial position.</p> <p><u>20.c Sites and Buildings Committee Meeting 13.3.2019.</u> The Minutes of this Meeting have not yet been circulated. The Lodge was discussed, the current state of the application and the fact that the project installation date may now be late July.</p>	
21.	<p>PPG and Sports Funding Updates. <u>21.a PPG Report.</u> The Vice-Chair will start reviewing these once the new financial year has started. <i><u>The Clerk will list this on the Agenda for the final FGB Meeting of the summer term.</u></i> <i><u>The Vice-Chair will start work on this after Easter. He asked Governors to think of any changes or additions they wished to make.</u></i></p> <p><u>21.b Sports Funding Report.</u> The Clerk said she had heard that this Report did not have to be produced until the of the academic term. <i><u>She will check with the Business Manager.</u></i></p>	Clerk CT Clerk
22.	<p>Begin Preparation for Annual Report Statement. The Vice-Chair will start reviewing this once the new financial year has started. <i><u>The Clerk will list this on the Agenda for the final FGB Meeting of the summer term.</u></i> <i><u>The Vice-Chair will start work on this after Easter. He asked Governors to think of any changes or additions they wished to make.</u></i></p>	Clerk CT
24.	<p>Parent Questionnaire. These had all now been received. The results had been reviewed. <i><u>A Governor agreed to analyses the data.</u></i> The Chair said she is anxious to feedback to parents promptly. <i><u>This Item will be listed on the next FGB Agenda.</u></i></p>	RL Clerk
16.	<p>School Council Visit. Members of the School Council then visited to meet with Governors. Pupils advised they raised money for Red Nose Day to the amount of £294.</p>	

Index:

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	<p>They have also raised money for other charities through the celebration of World Book Day and Children in Need.</p> <p>They have discussed and agreed the top three resources they would like to add to the playground and have also organised the upcoming cinema night.</p> <p>Q: A Governor asked if there are any other events they would like to arrange in support of other charities.</p> <p>A: Pupils had a variety of suggestions; they were keen to involve the Headteacher.</p> <p>Pupils then continued and explained the bake sales were ongoing.</p> <p>Q: What would they like to spend the money raised on?</p> <p>A: Pupils agreed better toys for the toy shop used at lunchtimes.</p> <p><u>This Governor agreed to talk with the PTA to arrange making funds available to the School Council.</u></p> <p><u>The Headteacher urged members to report to their classes, agree what was needed and source these resources.</u></p> <p>Q: What other charities would pupils like to support?</p> <p>A: One pupil said cancer research while others felt supporting families in the UK and around the world who are less fortunate represented a good cause.</p> <p>Pupils were also keen to organise a sleep over at the school.</p> <p>The Headteacher confirmed he and pupils in year 6 are looking at organising this for this year group.</p>	JL
26.	<p>Presentation by the English Subject Lead on the development of Maths Mastery.</p> <p>Mrs J Eyre presented on the development of Maths Mastery.</p> <p>First, she focused on Talk for Writing. This approach is now well established. It addresses the statutory requirements of the English curriculum through imitation, innovation and independent application.</p> <p>Pupils do not work in ability groups rather sometimes in pairs. They also work in guided/shared Writing groups if they need additional support. This also helps those less confident.</p> <p>Grammar principles are built in by every year group and each class now has a Grammar plan. This also applies for Spelling.</p> <p>This approach has the flexibility to link in to topic work.</p> <p>The newer members of staff also went on training to further develop their skill set.</p> <p>Q: A Governor asked if all pupils are familiar now with the Mastery approach.</p> <p>A: Mrs Eyre said yes. This approach also stops the same pupils always being in the bottom group.</p> <p>Q: Another Governor asked if pupils chose the partners they work with.</p> <p>A: No teachers do.</p> <p>The English Subject Lead then looked at Talk for Reading. This introduced the idea of the whole class using one text. Teachers received training from Marie Richards in 2017.</p> <p>High quality texts are used in each class with every pupil being given a book to take home. Class sets were also provided for KS1 and FS2.</p> <p>Good quality discussions now take place in class.</p>	

Index:

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	<p>Grammar and Spelling principles form part of this work. This approach is inclusive of all pupils and also underpins Talk for Writing.</p> <p>With regards to assessment, for Writing mark books are used as are hot and cold tasks (providing guidance for end of year target card data or end of keystage teacher assessment).</p> <p>With regards to Reading, recording sheets are used. Whole class groups are matched to target cards. This provides accurate data.</p> <p>She then looked at impact focusing on the SDP. So far they have implemented the Spelling and Reading actions.</p> <p>They reviewed the new way Spellings are taught and can see good improvement in results. They have analysed small groups of pupils and tracked the progress of year 5 back to Reception. Analysis and comparison is hindered by turbulence.</p> <p>They are also monitoring a small group of pupils in year 3 who were identified as having a significant problem with Spelling. They are receiving additional support and all but one have seen improvement in their performance.</p> <p>A Reading analysis was carried out to determine the impact of using whole class texts. The use of high quality texts is very successful. It is an inclusive approach; again the mobility of pupils is a problem.</p> <p>Next steps are to continue to monitor specific groups of pupils, develop strategies for higher achievers and provide more information to parents.</p> <p>Q: A Governor asked if parents are well informed as to the fact that pupils each need to have read the text being worked upon. She does not believe they appreciate how much work revolves around this one text.</p> <p>Another Governor agreed.</p> <p>A: The English Lead agreed parents do perhaps need to be made aware of how key it is their children read this text and why.</p> <p>Q: Another Governor if parents who struggle to read with their children could use Audio Books.</p> <p>A: The English Lead said this was acceptable adding perhaps relevant information could be added to the class pages on the website.</p>	
27.	<p>Policies.</p> <p><u>27.a Child Protection and Safeguarding Policy.</u> These had been reviewed and emailed prior to the Meeting. <u>Governors ratified the Child Protection and Safeguarding Policy.</u></p> <p><u>27.b Discipline and Grievance Policies.</u> These had been reviewed and emailed prior to the Meeting. <u>Governors ratified the Discipline and Grievance Policies.</u></p> <p>The Chair thanked those Governors who had reviewed these Policies for their hard work.</p> <p><u>27.c Fire Safety Policy.</u> This Policy was due for review as part of the annual cycle and had been emailed ahead of and approved at the last Sites and Buildings Committee Meeting. <u>Governors ratified the Fire Safety Policy.</u></p>	Clerk

Index:

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	<u>The Clerk will update the Annual Review Cycle.</u>	
28.	Training. <u>28.a Review Training Undertaken.</u> The Chair urged any Governors attending training to inform the Clerk so she can keep her training records up to date. <u>28.b Skills Audit.</u> <u>The last Audit has now been completed.</u> <u>The Clerk will update the matrix and list it on the Agenda for the next FGB Meeting.</u>	Clerk
29.	Any Other Business. There were no items of any other business.	
	Part I of the Meeting closed at 12.35 am.	

Date of next FGB Meeting: 25th April 2019.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

Index:

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