

NON-CONFIDENTIAL MINUTES OF FULL GOVERNING BODY MEETING BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL

Monday 15th July 2019

Chair for this Meeting:	Joanne Lambdon (JL)
Clerk:	Susan Cherry (SC)
Meeting held at:	Burghfield St. Mary's School, 7.30 pm
Present:	Antony Gallagher (AG), Geri Briggs (GB), Karen Carmichael (KCA), Anthony Dench (AD), Steve Dunham (SD), Joanne Lambdon (JL) Ruth Leuillette (RL), Deborah Marsden-Kwan (DMK) (Arrived Item 5.d at 8.00 pm), Colin Thompson (CT).
In attendance:	Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	Presentation on Curriculum Development by Mrs J Field. <i><u>This Item will be carried forward to the next FGB Meeting at the request of Mrs J Field.</u></i>	Clerk
2.	Opening Prayer. The Vice-Chair led Governors in the opening prayer.	
3.	Apologies. Apologies were offered and accepted from Craig Hudson-Peacock, Carole Jackson-Doerge and Lenice Prosser. Dave Godwin and Deborah Marsden-Kwan had both indicated they would be late.	
4.	Pecuniary Interest Forms. <u>4.a. Pecuniary Interest Forms.</u> New Forms were circulated to Governors to sign. <u>4.b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.	
5.	Governing Body Matters. <u>5.a Election of Chair and Vice-Chair and agree end dates.</u> The Chair said the Succession Plan stated that the Chair and Vice-Chair served 3 years and then the Vice-Chair stood for election to the post of Chair. However, it is the Governing Body's decision and this Plan can be altered as circumstances dictate. The Vice-Chair asked if any Governors wished to stand for either post. None did. Q: Another Governor asked if the Chair is willing to re-stand. A: She indicated she was. Governors had also been invited ahead of this Meeting to advise the Clerk if they wished to stand for election to the post of Chair and Vice-Chair. None had previously indicated they wished to do so.	

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<p><u>The existing Chair was therefore duly re-elected.</u> Q: The Chair then asked if the current Vice-Chair was willing to continue to serve in office. A: He indicated he is happy to do so but said he thought it important that other Governors give consideration to stepping up to serve as Vice-Chair. <u>Governors agreed the current Vice-Chair will continue in Office. He was happy to step down should another Governor wish to serve as Vice-Chair.</u> <u>The End Dates agreed will be the end of September 2020.</u> Governors recorded their thanks to the Chair and Vice-Chair for their hard work over the course of the last academic year and for continuing to serve the school as Chair and Vice-Chair.</p>	Governors
<p><u>5.b Posts of Responsibility and Committee Membership.</u> Q: The Chair asked Governors if they were happy to continue to serve on the Committees they were currently members of. A: All agreed they were. <u>The Chair of the FGB reminded the Committees to elect their Chairs at the first Committee Meeting of the new term.</u></p>	Clerk
<p><u>5.c Re-sign Code of Conduct and Declaration Forms.</u> These were circulated for those present to sign. <u>The Clerk will ask those not present at this Meeting to sign them at the next FGB Meeting.</u> <u>She will look into whether it would be possible to allow Governors to complete these electronically.</u></p>	Clerk Clerk
<p><u>5.d Update to Annual Report Statement.</u> This had been emailed ahead of this Meeting. The Governor responsible for this explained he had added the section entitled ‘SIAMS Inspection March 2019.’ Governors agreed that direct quotes should appear in quotation marks. Another Governor suggested adding a hyperlink to the SIAMS Report. The next section is entitled ‘School Development Plan.’ Again, it was agreed a hyperlink to the SDP will be included. The next section is called ‘2018-2019 Academic Results.’ These can now be added. After this, Report looks at ‘Budgetary Pressures.’ The Business Manager has agreed to provide an appropriate form of words. The progress review reiterates what the Governing Body promised for 2017-2018 and considers what it achieved. For role 1, a Governor said that the outcomes of the termly Foundation Governor Meetings referred to, i.e. their impact and how this is measured should be detailed. In role 2, a Governor asked that the reason for the delay in the completion of the outdoor classroom be amended to say “Delayed by planning procedures of West Berkshire Council and other complexities of the process.” With regards to the promise to “Make greater use of whole school learning”, Governors suggested an achievement could be the greater use of whole school topics through which the wider curriculum is developed.</p>	

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	<p>A second suggestion was the implementation of 'Golden Time' on Friday afternoons. This is when in Houses different cohorts work together.</p> <p>For role 3, the Headteacher suggested adding in an achievement of making greater use of school resources to generate additional funds.</p> <p>The next section is 'What we aim to do in 2019-2020?'</p> <p>For role 1, a Governor suggested that representatives from this Governing Body meet with other Governors from schools who are members of the SSP.</p> <p>A Governor suggested an action surrounding an increased focus on pupils' mental health and well-being.</p> <p>The Chair urged Governors to give further thought to this section. 1 more action needs to be agreed upon.</p> <p>For role 2, Governors agreed an action to support teachers' work/life balance.</p> <p>Q: A Governor asked if a Staff Satisfaction Survey had ever been completed.</p> <p>A: The Deputy Headteacher explained one had recently as part of the Sandwell Project.</p> <p>Another Governor suggested an action linked to the Sandwell Project could be agreed.</p> <p>The Headteacher said this would tie in to the Emotional Well-Being training to be delivered at the INSET day on 2nd September.</p> <p>Another Governor said he thought this also might tie in better as an action for role 1.</p> <p>A Governor said that a greater focus on Arts and Sports was previously discussed; perhaps this could be action for role 2.</p> <p>Other Governors suggested an enhanced emphasis on Music and other related subjects.</p> <p>A Governor commented not everyone is interested in Sport. Those pupils who are not can feel as if they are not part of the school community.</p> <p>Other Governors wondered if providing support, training and mentoring for new members of the teaching staff should be another action for role 2.</p> <p>The final action will be the completion of the Lodge this academic year.</p> <p>For role 3, Governors agreed retaining the two actions from the last academic year.</p> <p><u>The Governor responsible for the writing the Annual Statement will make the changes discussed above and circulate this.</u></p> <p><u>The Clerk will list it for approval at the next FGB Meeting.</u></p>	CT Clerk
6.	<p>Minutes of the last Full Governing Body Meeting held on 25th April 2019.</p> <p>The Minutes from the above Meeting were agreed to be a true and accurate record.</p> <p><u>The Clerk will file the Minutes.</u></p>	Clerk
7.	<p>Matters Arising.</p> <p><u>7.a Action Log.</u></p> <p>An Action Log for the Full Governing Body Meeting held on 25th April 2019 was circulated prior to this Meeting.</p> <p>Number 11-Chair to talk with the PTA regarding making some funds available to purchase new equipment for the Toy Shop.</p> <p>She advised the PTA is still working out the money raised by the Bake-Off.</p>	

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	<p>Thereafter a decision will be made as to the percentage to be given to pupils. <u>She will talk to the Chair of the PTA.</u></p> <p>Number 13- Headteacher to include in the SEF reference to the Statutory Guidance on KCSIE. The Headteacher confirmed this had not been actioned yet; a new version of KCSIE is due in September. <u>He will do so as soon as possible thereafter.</u></p> <p>All other actions had been completed or appeared on this Agenda.</p>	<p>JL</p> <p>AG</p>
8.	<p>Health and Safety Update (Standard Agenda Item). <u>As the Health and Safety Governor was not present this Item will be carried forward to the next FGB Meeting.</u> Q: A Governor asked if an Audit was due. A: The Headteacher reassured Governors one was not. He advised at the last Sites and Buildings Committee Meeting, a full walk-around took place. No urgent items were identified. The Headteacher informed Governors a local resident had complained about the Japanese Knotweed. He had spoken to the Council at length on this subject. They are currently trying to decide who is responsible for its management. He added that there was a leak in the chimney breast in the Business Manager's Office. This has now been repaired. There is another leak in the year R classroom. This is a result of defects when the building was originally erected. The matter has been referred to Mark Lewis at County. Considerable remedial work will be required. Q: A Governor asked if there a contingency plan in place if year R can no longer use their classroom. A: The Headteacher reassured Governors the class will use part of the Hall.</p>	<p>Clerk</p>
9.	<p>Safeguarding Update (Standard Agenda Item). The Safeguarding Governor advised she had been unable to circulate a report due to technical difficulties. She attended the Safeguarding Forum on 5th July. Nothing of significance came up. <u>The Safeguarding Policy needs to be checked to ensure the topic of 'peer on peer abuse' is adequately covered.</u> <u>The Clerk will check.</u> On 18th June she met with the Headteacher. There were no Safeguarding concerns raised at this Meeting. <u>She has agreed to attend the INSET day on 3rd September. A quiz will be held on Safeguarding.</u> She has also audited the single central record. No issues were identified. <u>She will type up her Report and send it to the Clerk to share with Governors.</u> A Governor who had attended the latest Leadership Forum Meeting passed her a Handout on the new Guidance for Exclusions.</p>	<p>Clerk</p> <p>GB</p> <p>GB</p>

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10.	<p>GDPR Verbal Report (Standard Agenda Item).</p> <p>The Headteacher said his staff are very vigilant. In fact they are being over cautious and using the confidential waste bags to excess. Further training is ongoing over what the definition of confidential waste is.</p> <p>He spoke to Thomas Ng of West Berkshire the DPO regarding whether it was acceptable for the school to pass on parents emails addresses to Dolce, the new school meals provider. He confirmed it was.</p> <p>Q: A Governor asked if the new members of staff will be briefed appropriately and provided with secure laptops and USB sticks.</p> <p>A: The Headteacher confirmed the school will perform due diligence in this regard.</p>	
11.	<p>Headteacher's Written Report/SEF.</p> <p><u>11.a Written Report.</u></p> <p><u>Contextual Information.</u></p> <p>The Headteacher advised the school is now offering a Breakfast Club.</p> <p>A Governor commented the word in the playground is that parents generally are very happy with this.</p> <p>Q: A Governor asked if Burghfield Oaks predicts the take-up will be good.</p> <p>A: The Headteacher said the trial held suggests the Breakfast Club will be successful.</p> <p><u>Staffing Structure for Summer Term.</u></p> <p>Authorised attendance is 2.3%. Unauthorised is 0.6%.</p> <p>There are 3 SEND pupils with a Statement/EHCP Plan.</p> <p>There are 4 LAC children. There are 10 on the FSM and Deprivation Ever 6 Register.</p> <p>There are 60 military pupils out of a total of 216.</p> <p>The Headteacher advised there is likely to be some movement amongst military families over the summer. At the start of the autumn term the NoR is likely to be 210. This is the figure the budget is based on.</p> <p>Governors then discussed whether it is best to accept non-military pupils or wait for any spaces to be filled by the latter.</p> <p>Q: A Governor asked what the maximum number of pupils the Headteacher could accept in each year group without there being an impact on the standard of the education provided to pupils is.</p> <p>A: He replied 32 to 33.</p> <p>Q: A Governor was concerned that there not be unfilled spaces. At the last Finance Committee it was clear going over the NoR had a very positive impact on the school's financial situation.</p> <p>A: The Chair of the Finance Committee agreed but said the Governing Body must not sacrifice the quality of teaching and the well-being of staff on the altar of financial security.</p> <p>Q: A Governor was still concerned that the Headteacher wished to leave places unfilled pending the arrival of more military pupils at the school.</p> <p>Another Governor noted the turnover of military pupils is traditionally higher than non. Surely it is better to have the increased stability offered by non-military pupils.</p> <p>A: The Headteacher reassured Governors he is not saving places for military pupils.</p>	

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<p>His concern is to balance the class dynamics, well-being of staff and school finances to ensure the stability of the school and that an adequate level of progress and attainment is enjoyed by pupils.</p> <p>He informed Governors two new teachers have started; both have been in school regularly.</p> <p><u>Effectiveness of Leadership and Management.</u></p> <p>The Headteacher highlighted in continued improvements the development of ICT provision and learning across the curriculum. He referred to the SSP and explained one school was very progressive in terms of its use of ICT across the curriculum and had highlighted the advantages of the digital pencil-case.</p> <p><u>Personal development, behaviour and welfare.</u></p> <p>The Safeguarding Governor referred to the section on Safeguarding and asked the Clerk to amend the first sentence to say “Our Safeguarding Governor has had termly meetings with the Headteacher <i>including</i> a continued focus on our School Single Register.”</p> <p>She also suggested the fact she regularly attends the Safeguarding Governors Forum Meetings should be added to this section.</p> <p><i><u>The Clerk agreed to make the changes suggested above.</u></i></p>	Clerk
<p><u>Quality of teaching, learning and assessment.</u></p> <p><i><u>The Data linked Governor and the Headteacher agreed to meet in the new term.</u></i></p> <p>The Headteacher added the whole school approach to topics has impacted positively on the effective delivery of the curriculum.</p>	RL & AG
<p><u>Effectiveness of the Early Years Provision.</u></p> <p>Q: A Governor said a paragraph referring to the fact that over the last 3 years the percentage of pupils achieving GDS has been consistently above the national average has disappeared. Is this deliberate?</p> <p>A: The Headteacher said no this was an error.</p> <p><i><u>The Clerk will refer back to an earlier version of the Headteacher’s Written Report/SEF and will re-add it.</u></i></p>	Clerk
<p><u>SEND Report.</u></p> <p>The Deputy Headteacher said the transition process was ongoing. She has applied for a year 5 pupil to be granted a place at Trinity for year 7. She is also re-applying for an EHCP Plan for one pupil. She and the SEND linked Governor met and reviewed the Information Report and Local Offer. The latter was happy with the updated Information Report.</p> <p><i><u>Governors therefore accepted this as his recommendation and approved the updated Information Report.</u></i></p> <p><i><u>The Clerk will ensure it is posted on the website.</u></i></p> <p>The Deputy Headteacher went on to say she is constantly fighting for funding and trying to find services to support pupils and their families. She is currently working with the Emotional Health Academy; funding will be supported by the PPG Budget.</p>	Clerk

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Both the Deputy Headteacher and Headteacher agreed they are spending more and more time working with pupils and families. There is less and less external support available to schools.

The Deputy Headteacher said she feels it would help if resilience could be developed and improved in pupils.

Q: A Governor asked if parents are increasing seeing schools as the first port of call for support for their children and families' needs.

A: Yes. The school should indeed do all it can but in the context of the fact that it is a school and its primary duty is to deliver a good standard of education to all its pupils.

A Foundation Governor commented that discussions are ongoing with the church who may, going forward, be able to offer additional support.

11.b SATS, KS1, KS2 and Phonics Results.

SATS Results.

The Headteacher said the results are disappointing; this cohort were challenging. He was therefore anticipating the results would not be as good as last year.

Q: A Governor asked if they were worse than he expected.

A: The Headteacher said there were 2 pupils who on the day did not do as well as the school believed they are capable of doing.

He qualified however, that the school's average scale score in Reading, GPS and Maths is above the national average

Q: Are there any particular reasons these 2 children did not perform to the best of their ability on the day.

A: The Headteacher said the room was flooded with staff and those pupils with anxiety issues were separated from their peers.

Q: Another Governor asked if there was anything the school thinks it could have done better. Or is there anything else the school believes it should do going forward.

A: The Headteacher said this year's year 5 is less socially conflicted and more likely to perform well than this year's year 6.

He expanded of the many Booster Groups and additional support offered to a targeted group of year 6 pupils, a significant proportion of the parents did not take up this help.

The Headteacher reassured Governors the staff is analysing the data and will be assessing practice to determine if any improvements could be made.

Q: A Governor asked if the school plans to appeal any of the results.

A: One set of results will be challenged. The Headteacher expanded a significant number of pupils were only 1 or 2 marks short of their target.

He added there are at least 17 schools in the local area whose results were worse.

Q: Another Governor asked if any specific group of pupils has underperformed.

A: The Headteacher said yes. A certain group of boys who are known for their challenging behaviour.

He said he had spoken to the LLP regarding the result.

It was agreed Governors will wait until next term when the SATS data has been thoroughly analysed to finalise the Annual Report Statement.

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12.	<p>Committee Feedback. <u>12.a Finance Committee Meeting 12.6.2019 and 2.7.2019.</u> The Minutes of the June Meeting have been circulated. The first Meeting was an Extraordinary Finance Committee Meeting called to discuss the proposed new school meals provider Dolce. The Headteacher advised BSM will be providing meals for Sulhampstead too. Q: A Governor asked if BSM will incur a cost for doing so. A: No in fact the school will benefit financially. Q: Another Governor queried Dolce's policy on non-payment. A: Dolce will be responsible for the first 5 days of non-payment. If the school overrides their policy thereafter it takes on the debt.</p> <p><u>12.b Sites and Buildings Committee Meeting 18.6.2019.</u> The Minutes of the latter Meeting have been circulated.</p> <p><u>12.c Staffing Committee Meeting 12.6.2019.</u> The Minutes of the latter Meeting have been circulated.</p>	
13.	<p>PPG and Sports Premium Reports. <u>13.1 PPG Report.</u> The Governor responsible for this had emailed it ahead of the Meeting. Changes were highlighted in yellow. The DfE Guidance is now that an annual review of the PPG strategy is not necessary; rather a 3 year cycle should be in place. <u>Governors were happy with Part 1 of the Strategy.</u> <u>The Clerk will post this on the website.</u> <u>He will continue to work on Parts 2 and 3.</u> <u>The Clerk will list these on the Agenda for the next FGB Meeting.</u></p> <p><u>13.2 Sports Premium Report.</u> <u>The Clerk advised the Business Manager is working on this.</u> <u>This Item will be carried forward to the next FGB Meeting for approval.</u></p>	Clerk CT Clerk MA Clerk
14.	<p>Parent Questionnaire. The Data linked Governor had produced comparison graphs which she had shared with Governors. The Chair of the FGB said she is keen to feed back to parents any common concerns. <u>The Clerk agreed to send the data and any comments to this Governor.</u> <u>This Governor will circulate her thoughts by the end of this academic year.</u></p>	Clerk RL
15.	<p>Final Meeting Schedule for the year. Governors approved the above for 2019-2020. A Governor sent his apologies for the FGB Meeting to be held on 30.9.2019. <u>The Clerk will note this on the relevant Agenda.</u></p>	Clerk
16.	<p>Agree INSET Days for the next academic year. These will be 2.9.2019, 3.9.2019, 25.10.2019 and 20.12.2019. <u>Governors approved these.</u></p>	

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17.	<p>Approve Programme of Off-Sites Visits. The main one will be the Sealyham residential in June. Another whole school trip is being planned to Ufton Court. <u>Governors approved the above and any other visits arranged over the course of the year in support of the curriculum.</u></p>	
18.	<p>Policies: 18.a Finance Policy including Lettings and School Charging and Remissions. <u>This Policy has been carried forward to the next Finance Committee Meeting in the autumn term.</u></p> <p>18.b Health and Safety Policy. The Health and Safety linked Governor is currently reviewing this. <u>This Policy will be carried forward to the next FGB Meeting.</u></p> <p>18.c Safer Recruitment Policy. The Clerk advised the only change is the addition of a statement suggested by the Vice-Chair referring to the Guidance provided by HR Inspirations.</p>	<p>Clerk</p> <p>Clerk</p>
19.	<p>Training. 19.a Safer Recruitment Training. Three Governors last attended training in October 2017. Their training needs to be refreshed in October 2020. <u>A Governor asked the Clerk to send her the link to complete refresher training.</u> The Clerk advised the Diocese has confirmed BSM has completed the Excellence in Governance programme and will be awarded the plaque at a special evening in the autumn term. Q: A Governor asked if the new members of staff have received the appropriate training. A: The Headteacher confirmed they have. The Deputy Headteacher is the NQT's mentor.</p>	<p>KC, DM & GB</p> <p>Clerk for JL</p>
20.	<p>Any Other Business. 20.a Consultation of Draft Scheme for Financing Schools. The Business Manager had emailed all members of the Finance Committee this morning. The deadline for response was 12.9.2019 which is prior to any meeting to be held next term. <u>Governors agreed there was no option but to allow responses by email.</u></p>	
	Part I of the Meeting closed at 9.35 pm.	

Date of next Finance Committee Meeting: Is 24th September 2019.

Date of next FGB Meeting: Is 30th September 2019.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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