

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

Monday 2nd December 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), Steve Dunham (SD), Joanne Lambdon (JL) Ruth Leuillette (RL), Deborah Marsden-Kwan (DMK), Lenice Prosser (LP).
In attendance:	Susan Cherry (SC)

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<p>Opening Prayer. A Foundation Governor led Governors in the opening prayer.</p>	
2.	<p>Apologies. Apologies were offered and accepted from Craig Hudson-Peacock, Carole Jackson-Doerge, Dave Godwin and Colin Thompson. <u>The Chair asked a Governor to complete his outstanding mini Biography. He agreed to do so.</u></p>	SD
3.	<p>Pecuniary Interest Forms. New Forms were circulated to those Governors who had not provided completed Forms so far to sign at the last Sites and Buildings Committee Meeting. Only one Governor (CJD) is outstanding. <u>Next time this Governor attends a Meeting the Clerk will ask her to complete a Form.</u></p> <p><u>3.a. Pecuniary Interests.</u> No new pecuniary interests were declared.</p> <p><u>3b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.</p>	Clerk
4.	<p>Governing Body Matters. <u>4.a Any Governors not present at the last FGB Meeting to sign Code of Conduct and Declaration Forms.</u> Two Governors were outstanding Code of Conduct Forms (CHP and CJD) and one Governor had yet to complete the Declaration Form (CHP). <u>Next time these Governors attend a Meeting the Clerk will ask them to complete these Forms.</u></p>	Clerk

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<p><u>4.b Formal discussion on Governors Attendance.</u> The Attendance Schedule for the FGB and all Committees for last year was on the website and was displayed for Governors to view. The Chair urged all Governors to review their attendance.</p> <p>She said she was aware how busy Governors were but asked Governors to ensure they attended Meetings if at all possible.</p> <p><u>4.c End of Term of Office for the LA Governor.</u> The Clerk advised her end of term of office is 22.3.2020. <i><u>The Chair agreed to discuss with her whether she wishes to continue in post.</u></i></p> <p><u>4.d Have all Staff read “Keeping Children Safe in Education part 1 September 2019.”</u> The Clerk had prepared a List of those Governors who had emailed to confirm they had. <i><u>Another Governor asked to be added to this List.</u></i> <i><u>The Chair said she will check and see if she has completed reading this Guidance.</u></i> <i><u>The Headteacher asked the Clerk to note on the List that ‘Signatures by email are acceptable’.</u></i></p> <p><u>4.e Feedback from Foundation Governors Meeting.</u> The Foundation Governors met the Headteacher on 22.11.2019 and reviewed the SIAMS Report, in particular the Action Plan. One target was to extend RE provision to other world religions. A discussion took place regarding the Visits arranged earlier this term for various year groups to places of worship of other religions. In addition, a Rabbi had visited to talk to one year group. The second target was to develop the religious education of younger pupils and incorporate this in planning. The Foundation Governors felt the school’s approach of involving as many pupils as possible in Assemblies and gradually increasing their responsibilities in this regard allowed pupils to grow and develop naturally based upon the secure delivery of the RE curriculum in class and its wider incorporation in project work. The third target was to define Governors’ roles in monitoring the delivery of the RE curriculum. The Foundation Governors felt Governors attendance at Assemblies and Church Services held at St Mary’s for pupils showed the Governing Body is effectively monitoring RE at BSM. Q: A Governor asked if there is anything else the Governing Body should be aware of? A: A Foundation Governor said she had carried out a Walk Around and monitored a random selection of pupils’ books. <i><u>Another Foundation Governor suggested this could be a regular feature of these once termly meetings.</u></i></p>	<p>JL</p> <p>RL</p> <p>JL</p> <p>Clerk</p> <p>DMK & LP</p>
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	<p>Another Foundation Governor added they had also discussed Succession Planning. Their terms of office are due to end on 22.9.2020. This Foundation Governor indicated regrettably she would not be seeking to continue in Office due to other commitments. <u>The Chair will speak to Rev Glynn therefore.</u> <u>Another Meeting will be arranged in the Spring term.</u></p>	<p>LP Clerk Clerk</p>
<p>5.</p>	<p>Minutes of the last Full Governing Body Meeting held on 30th September 2019. The Minutes from the above Meeting were agreed to be a true and accurate record. <u>The Clerk will file the Minutes.</u></p>	<p>Clerk</p>
<p>6.</p>	<p>Matters Arising. <u>6.a Action Log.</u> An Action Log for the Full Governing Body Meeting held on 30th September 2019 was circulated prior to this Meeting. Number 6-SEND linked Governor and SENDCO to arrange their termly meeting. The SENDCO confirmed her and the SEND linked Governor had met. Number 12-Clerk to re-send the email regarding Safer Recruitment Training. Q: A Governor asked who had completed this training. A: The Clerk advised that one of the Foundation Governors had. Q: Did the Safeguarding Governor take this online course. A: The Safeguarding Governor said as she was so rarely in school it was felt more appropriate that the Foundation Governor referred to complete this training. Number 15-Headteacher to advertise a TA post on a fixed-term contract basis for two terms. Please see the Confidential Minutes. Number 18-A Governor to ask the swimming teachers she swims with regarding swimming lessons at the Willink. The Clerk to ask the Governors with links to West Berkshire Council if she could help. The first Governor was not sure what exactly she needed to talk to the swimming teachers she knows about. <u>The Headteacher asked her to ask the swimming teachers she knows if any could teach BSM's pupils to swim and how much it will cost. He explained that once they have at least 3 teachers in place they can ask the Willink to book the pool.</u> Q: When does the Headteacher want the lessons to take place? A: In the afternoons. Governors discussed the difficulty of booking lessons with the Headteacher commenting the Business Manager had tried to source alternative provision without success. He did not want to book coaches as this would result in significant costs which would impact the Sports Premium Grant. Q: Another Governor suggested he approach Garlands regarding how they book swimming lessons.</p>	<p>GB</p>

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	<p><u>A: The Headteacher agreed to do so. He is attending a Meeting tomorrow at which the Headteacher of Garlands will be present.</u></p> <p>Q: A Governor asked if the Clerk had heard from the Governor with links to West Berkshire Council.</p> <p>A: The Clerk said she had emailed her but received no response.</p>	AG
10.	<p>Headteacher's Written Report:</p> <p><u>10.c Monitor progress against targets including feedback from Meeting with Assessment linked Governor.</u></p> <p>It was agreed to take this Item out of order in case the Assessment linked Governor had to leave early.</p> <p>She advised she met with the Headteacher on Friday and reviewed the data monitoring progress. They looked at Writing, English and Maths and the combined data. Comparisons between attainment and progress were made and different groups drilled down into.</p> <p>They considered whether there were any trends identifiable for pupils who had been at the school since year R and those who joined later. The data showed the longer a pupil has been at BSM the greater their level of attainment and the more progress they have made.</p> <p>She looked at how the school was supporting these pupils whilst not losing focus on those pupils who have been at BSM since year R.</p> <p>The challenge the school faces is the high turnover of pupils. She did not identify any concerns however.</p> <p>They also discussed marking and the importance of consistency across the school. Whole school moderation is key.</p> <p>A weakness has been identified in year 6; this is a specific group of girls who are struggling with Maths. This group will be supported further.</p> <p>She is happy with the way the data has been analysed and the interventions that have been put in place as a result.</p> <p>The next section appears in the Confidential Minutes.</p>	
7.	<p>Health and Safety Update (Standard Agenda Item).</p> <p>The Health and Safety linked Governor had advised by email there were no concerns to report.</p> <p>The Headteacher reported there is a leak at the corner of the wall where the Reception classroom joins year 4. County and Feltham's are visiting Friday to assess the damage. They will be in over Christmas to effect repairs.</p> <p>Q: A Governor asked what the latest situation is regarding the crack in the playground.</p> <p>A: The Headteacher explained he has submitted an application for repair but advised the school will have to wait until the next financial year to see if there are any funds available from County to repair the damage.</p> <p>Governors commented the newly refurbished toilets look fabulous.</p>	

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	<p>The Chair of the Sites and Buildings Committee advised the Council had sent workmen to clear foliage along the boundary with School Lane. They had chopped down the Japanese Knotweed despite the fact it is classed as a bio-hazard.</p>	
<p>8.</p>	<p>Safeguarding Update (Standard Agenda Item). The Safeguarding Governor said she had sent the Clerk her Report today. She met with the Headteacher on 15.11.2019 and completed the Safeguarding Audit which has now been submitted to County.</p> <p>She advised after Prevent training has been delivered to staff they will be asked to sit the latest Quiz based on the “Keeping Children Safe in Education Part 1 Guidance September 2019”.</p> <p><u>Governors will be tested at the March FGB Meeting. The Clerk will list this on the relevant Agenda.</u> <u>She will collate the answers and see if there are any remedial training needs.</u></p> <p>She reviewed the Single Central Register which is in order. She did suggest a few changes to the layout to make it easier to use.</p> <p>She attended the recent Forum Meeting which focused on what action Governors need to take to be compliant. The changes to the Berkshire West Children’s Partnerships were also discussed.</p> <p><u>8.1 Section 128 Checks.</u> These had been carried out by the Office Manager. No Governors serving on BSM’s Governing Body are on this List.</p>	<p>Clerk GB</p>
<p>9.</p>	<p>Curriculum Standards (Standard Agenda Item). Q: A Governor asked what the staff discussed at the last INSET day. A: The Headteacher explained aspects of the topics have been changed and staff discussed ensuring the topic work was cross referenced across the national curriculum.</p> <p><u>Details of the above will be posted on the website for parents to read. They will be discussed at the FGB Meeting in March.</u></p> <p><u>9.1 New Ofsted Framework.</u> Section 5 and 8 Inspections will still take place. BSM will face a 2 day Inspection with 2 Inspectors. The school is due for Inspection in April 2021, the next review of the Ofsted Framework is scheduled for September 2020.</p> <p>Ofsted are now doing “deep dives”; data is not their top priority instead their focus will be on a specific subject. All teachers and Governors will be expected to know how it is taught in each year group.</p> <p>The Chair said Governors are now expected to know what is being taught in the classroom.</p> <p>Q: Governors queried whether this was their role emphasising the importance of ensuring strategic oversight so that the school can challenge the school if necessary. For this a knowledge and understanding of the data is key.</p>	<p>AG Clerk</p>

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	<p>A: The Chair said at the last Leadership Forum she and the Vice-Chair attended other Governors who had recently experienced an Ofsted Visit listed some of the questions they were asked. She gave some examples and added a List is in the process of being prepared to assist other Governors.</p> <p>She reassured the other Governors that she and the Vice-Chair are working on a plan of action.</p> <p>She added it is difficult now to know what Governors need to focus on in Meetings.</p> <p>The Headteacher said he is preparing Crib Sheets which he will share with teachers. He said BSM is ahead of the game having introduced its 'Creative Curriculum' over a year ago. It is now standard practice for teachers to plan together.</p>	
10.	<p>Headteacher's Written Report.</p> <p>This had been emailed to Governors ahead of the Meeting and was displayed on the White Board during this Item.</p> <p><u>10.a Staffing Structure.</u></p> <p>Q: A Governor asked if there are only 28 pupils in year R.</p> <p>A: The Headteacher said 1 more is starting on Monday with another due to start in January.</p> <p>Burghfield Oaks is now looking to expand to 48 pupils; there are 40 at present with 8 on the waiting list.</p> <p>The Breakfast Club is used by 6-8 pupils. It is not profitable as yet but the provision is in its early days. He is in no doubt it will grow. It is a good 'selling point' for the school. Until then the school is keeping their costs down to assist them.</p> <p><u>The Clerk is to remind the Headteacher to change the title of this section to "Staffing Structure for Autumn Term 2019."</u></p> <p>Authorised absence is at 96.9% which is good.</p> <p>There are 4 pupils on the SEND Register with EHCPs.</p> <p>There are 11 pupils on the FMS/Deprivation Ever 6 Register.</p> <p>There are 63 pupils from military families.</p> <p>The Nor is 210 but will soon be 212. However, the school will only receive funding for 209 pupils. Numbers are buoyant.</p> <p>Q: Another Governor asked how teachers were adapting to their new year groups.</p> <p>A: The Headteacher replied very well. Adjustments are ongoing. The two new members of staff have fitted in seamlessly.</p> <p>The Headteacher explained he is concerned that year 6 has one space. This means that if a pupil applies to join the school will have to accept him or her. It is more than likely based on past experience this pupil will not be a higher attainer but will instead be facing academic and personal challenges. All other classes are full or over.</p>	Clerk

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<p>He advised there is a new Catering Company called Dolce now providing school meals. They use fresh produce and make meals from scratch. Feedback regarding the quality of the meals provided is overwhelmingly positive. Dolce employ 4 members of staff as they also supply meals to Sulhamstead.</p> <p>With regards to the Cleaning Company AYS, at the start of the year there were some difficulties but there is now a new team of cleaners in place, one is in fact a parent.</p> <p><u>10.b Effectiveness of Leadership and Management.</u> The school continues to participate in the School Partnership Programme; the Headteacher is attending a Meeting tomorrow.</p> <p>Discussions are ongoing regarding the PSHE curriculum and ensuring it is fit for purpose. The school will be using the SCARF program offered by Coram Education which is a whole school approach. Next term will see the delivery of the RSE curriculum. Parents will be invited to see what their children will be taught.</p> <p><i>Q: A Governor quoted one of the bullet points which reads “Children's progress is tracked and monitored termly and the impact of teaching and intervention strategies reflected upon. Tracking of children is used to identify vulnerable children and enable timely in class intervention, where necessary.” She asked the Headteacher does this mean only vulnerable pupils are tracked. Surely this is not the case?</i> <i>A: He said the phrase “vulnerable children” means vulnerable in terms of data only. He clarified this statement while the Report was open.</i></p> <p><u>10.d Personal Development, Behaviour and Welfare.</u> <i>Q: A Governor referred to the bullet point which details roles and responsibilities given to pupils. It does not mention ‘Peer Mediators.’</i> <i>A: The Headteacher advised these roles have not been launched yet. He will be able to include this role hopefully next term.</i></p> <p><u>10.e SEND Report.</u> The SENCO advised the school was awarded the Sandwell Charter Mark.</p> <p>The Emotional Coaching training has been rolled out across the school. A parent workshop was held. <i>Q: A Governor asked how many parents attended.</i> <i>A: The SENCO replied 20.</i> <i>A Governor who is also a parent said the presentation delivered had been emailed to parents. She found this very helpful as due to work commitments she had been unable to attend.</i></p> <p>The SENCO and 3 TAs will be completing mental health training arranged by another local school.</p> <p>An ECHP has been obtained for a pupil. This will be of great benefit when this pupil transitions to secondary school.</p>	AG
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She shared with Governors her struggles with funding.

She has also yet to receive a visit from Speech and Language this term. She emails every week without success. She advised there are sufficient skills in school but it would be good to have a specialist review to see how provision could be improved and what the next steps should be.

She and the SEND linked Governor met and discussed the role of the SEND linked Governor. He took away with him an article on this topic she had provided him with.

10.f Finance.

The Headteacher advised currently the school has a comfortable surplus. At the latest census BSM was 4 pupils down. Governors discussed the possible impact of the current political situation. Please now refer to the Confidential Minutes.

10. g School Curriculum including Collective Worship.

The topic this term has been 'Brilliant Buildings.' The whole school visited Ufton Court and a great time was had by all. Parents were invited to visit school to see the Project Work. Teachers are already planning next term's topic.

The Collective Worship theme for the first half-term was God's Creation. This half-term it is the Prophets. BSM's Collective Worship stories/ themes are taken from 'Story assemblies for the school year' by Edward J Carter. The stories provide a four year rolling programme. The Monday assembly starts each week with a key theme based on the story; Rev Glynn follows this theme on Thursday's for her whole school assembly.

The Headteacher advised a significant number of parent visits for year R for September 2020 have taken place. They take up a large proportion of his time.

Q: A Governor suggested holding an Open Day as this may reduce the amount of time he spends escorting parents round the school.

A: The Headteacher explained tours were more effective. Feedback was that the personal touch was popular. He viewed the visits as an investment in the future.

Year 3 sang well at the Hexagon. Year 4 are to sing at the Anvil next term.

No students are being mentored this year. He is keen to allow teachers time to adjust to their new roles.

Q: A Governor asked if the performance management process was now completed.

A: The Headteacher said only the Deputy Headteacher and Office staff have not had their Meetings.

This Governor asked him to ensure these Meetings were held before the end of this term.

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11.	<p>Governor Visits.</p> <p>The Chair said she would like to make sure that Governors make better use of their time in school. Governors are happy with the quality of teaching so she is not sure simply observing a lesson will be at all impactful for Governors.</p> <p>In line with Ofsted’s new approach therefore she would like Governors to ‘deep dive’ when Governors visit school in March.</p> <p>One of the areas that has been identified as a focus for improvement is Writing. This is the subject she would like Governors to concentrate on when they visit.</p> <p>She and the Vice-Chair are currently in the planning stage. It may be that Governors will have to move around the school and visit different year groups.</p> <p>Q: A Governor asked if this would be distracting for the children.</p> <p>A: The Headteacher said they are used to visitors popping in and out of class.</p> <p>Q: Another Governor asked what outcomes Governors should be looking for.</p> <p>A: The Chair explained that the English Lead Mrs J Eyre will present to the GB the data and the strengths and weaknesses identified. Governors need to evidence that what she is telling us is correct. Her hope is to ensure Visits are more purposeful.</p> <p><u>The Clerk will list ‘Presentation by the English Lead’ on the Agenda for the FGB Meeting in March.</u></p>	Clerk
12.	<p>GDPR.</p> <p>The Headteacher advised there was nothing to Report.</p>	
13.	<p>Sports Premium Report.</p> <p>Following the last FGB Meeting Governors had raised a number of queries. The Business Manager had replied to these queries by email to the Clerk:</p> <ol style="list-style-type: none"> 1 Swimming-only year 6 were asked to report on the questions at the time of the Survey in 2018 which means this information is not available retrospectively. 2 Percentages have been added to all the Survey answers in numerical form. <p>The Pupil Survey in Appendix 1 is not a mandatory reporting requirement but something the school has added to enhance reporting and gauge children’s interest and participation in sports. Questions were devised by the teachers who then took the Survey in their class.</p> <p><u>Governors approved the revised Report which is now on the website.</u></p> <p>A Governor said that perhaps next year there could be a more uniform approach to these Surveys.</p> <p><u>13.a Swimming Lessons.</u></p> <p>Q: A Governor asked if the school is looking to arrange lessons for year 6 only.</p> <p>A: The Headteacher replied at least all of the Juniors but he intends to start with year 6.</p> <p>Q: Another Governor asked how many lessons each pupil will be given.</p> <p>A: Pupils according to the national curriculum should be able to swim 25 metres.</p>	

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	<p><u>He asked it be carried forward for ratification to the Agenda for the FGB Meeting in March.</u></p> <p><u>15.f Equality Policy.</u> This is currently being reviewed by the Equalities Governor.</p> <p><u>15.g Disability and Accessibility Plan.</u> The Clerk advised according to the Headteacher the layout of the school had not been changed since a former Governor had drawn this up. <u>Governors therefore ratified the Disability and Accessibility Plan.</u> <u>The Clerk will also update the Policy Review Cycle as appropriate.</u></p>	Clerk
16.	<p>Parent Questionnaire.</p> <p><u>16.a Comments from last Questionnaire and Action Plans.</u> <u>Feedback will be provided to parents in the final Newsletter of the autumn term.</u></p> <p><u>16.b Date for next Parent Questionnaire.</u> <u>Governors agreed the next Questionnaire will be issued at the end of the spring term, i.e. at the next Parents Evening.</u></p>	Clerk AG
17.	<p>Training.</p> <p><u>17.a Review Training Undertaken.</u> None had been attended so far this term. <u>The Clerk is to print the latest Log off.</u></p> <p><u>17.b Upcoming Training.</u> <u>The Clerk will check to see if there is a Training Update for next term.</u> <u>Governors were urged to ask the Clerk to book any training they wished to attend.</u></p> <p><u>17.c Excellence in Governance Award.</u> <u>The Chair asked the Clerk to find out when this award will be presented to the GB.</u></p>	Clerk Clerk Govs Clerk
18.	<p>Any Other Business.</p> <p><u>18.a Christmas Activities.</u> The Christmas Dinner is taking place on 11.12.2019. Governors are invited to attend. <u>They were asked to contact the Clerk if they intended to do so.</u></p> <p>The Nativity is taking place on 10.12.2019 at 6.30 pm at St Mary's. Again, Governors are welcome to attend if they wish to do so. The Choir are singing at St Mary's on 14.12.2019.</p> <p>The school DISCOS are taking place on 17.12.2019 from 3.30 to 6.30 pm.</p>	Govs
	Part I of the Meeting closed at 9.20 pm.	

Date of next Finance Committee Meeting: Is 21st January 2020.

Date of next Sites and Buildings Committee Meeting: Is 6th March 2020.

Date of next Staffing Committee Meeting: Is 3rd March 2020.

Date of next FGB Meeting: Is 27th January 2020.

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Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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