

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

Monday 27<sup>th</sup> January 2020

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), Craig Hudson-Peacock (CHP), Joanne Lambdon (JL) Ruth Leuillet (RL), Colin Thompson (CT)
In attendance:	Susan Cherry (SC)

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<b>Opening Prayer.</b> The Vice-Chair Governor led Governors in the opening prayer.	
2.	<b>Apologies.</b> Apologies were offered and accepted from Carol Jackson-Doerge, Dave Godwin, Deborah Marsden-Kwan and Lenice Prosser.	
3.	<b>Declaration of Pecuniary Interests and Conflicts of Interest.</b> <u>3.a Declaration of Pecuniary Interests.</u> Only one Governor has yet to complete her Pecuniary Interest Form. <b><i><u>Next time this Governor attends a Meeting the Clerk will ask her to complete a Form.</u></i></b>  <u>3b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.	CJD/Clerk  Clerk
4.	<b>Governing Body Matters.</b> <u>4.a Any Governors not present at the last FGB Meeting to sign Code of Conduct and Declaration Forms.</u> One Governor completed his outstanding Code of Conduct Form. The other Governor has yet to complete her Code of Conduct and Declaration Form. <b><i><u>Next time this Governor attend a Meeting the Clerk will ask her to complete these Forms.</u></i></b>  <u>4.b End of Term of Office for the LA Governor.</u> The Clerk advised this Governor did wish to continue in post. She had therefore emailed her the Application Form. <b><i><u>Governors discussed the options with regards to filling this vacancy and agreed to await the decision of the LA once the Application Form and other supporting evidence had been submitted to them.</u></i></b>	CHP  CJD  Clerk

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	<p><b><u>The Clerk will contact the LA Governor to see if she has had the opportunity yet to complete this Form.</u></b></p> <p>4.c <u>Linked Governors to arrange termly Meetings with the Headteacher.</u> The Clerk had emailed those linked Governors to arrange their termly Meetings with the Headteacher. <b><u>None had done so as yet commenting it was still early in the term.</u></b> <b><u>They agreed to do so in due course.</u></b></p> <p>4.d <u>Mini Biography for a Governor.</u> This Governor had completed this and forwarded it, together with a photograph, to the Clerk. <b><u>The Headteacher said it will be included in the Newsletter to be issued this Friday.</u></b></p>	<p>Clerk</p> <p>GB, RL, CHP, LP &amp; DMK</p> <p>Clerk</p>
5.	<p><b>Minutes of the last Full Governing Body Meeting held on 2<sup>nd</sup> December 2019.</b> The Minutes from the above Meeting were agreed to be a true and accurate record. <b><u>The Clerk will file the Minutes.</u></b></p>	Clerk
6.	<p><b>Matters Arising.</b> <b><u>6.a Action Log.</u></b> An Action Log for the Full Governing Body Meeting held on 2<sup>nd</sup> December 2019 was circulated prior to this Meeting. <b>Number 7-Chair to speak to Rev Glynn regarding a Foundation Governor’s decision not to extend her term of office.</b> The Chair confirmed she had done so and Rev Glynn is considering whether she has the time to commit to this role. <b><u>She is due to be abroad soon but the Chair will contact her upon her return.</u></b></p> <p><b>Number 12-Details of the topic work for next term to be shared with Governors at the FGB Meeting in January.</b> <b>Q: A Governor said she had checked the website and details of the topic work for last term were still on the website.</b> <b><u>A: The Deputy Headteacher agreed to check this.</u></b> The Governor explained if Governors click on the website and access the class pages they will see the topic work displayed. The Headteacher informed Governors the IT Co-Ordinator is currently redesigning the website to ensure it is more appealing to parents. A Governor commented this was a good move in today’s competitive market; the website would benefit from polishing.</p> <p><b>Number 25-Feedback regarding the last Parent Questionnaire and Action Plans to be included in the last Newsletter of this term.</b> The Chair confirmed this had been actioned.</p>	<p>JL</p> <p>KC</p>
7.	<p><b>Health and Safety Update.</b> The Sites and Buildings Committee is next due to meet on 6<sup>th</sup> March 2020.</p>	

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	The Headteacher advised on the 4 <sup>th</sup> and 5 <sup>th</sup> March Life Education will be bringing their bus to school and it will be parked on site all day. Selected topics will be presented to each year group. Parents will be so informed in advance. Governors are welcome to attend if they wish to do so.	
10.	<p><b>Headteacher's Verbal Report.</b></p> <p><u>10.a Staffing Update.</u></p> <p>A TA has resigned. She has obtained a post in the career she enjoyed prior to having children. The school is in the process of recruiting for a permanent replacement. 7 applications were received and 2 selected for interview. 1 however dropped out.</p> <p>It has therefore been decided to start the process again. The 1 candidate selected for interview above will be carried forward to the next interview stage. She has already been so informed. The Headteacher said as this post is permanent it is important that the right candidate is appointed.</p> <p><u>10.b Inspection Data Dashboard.</u></p> <p><b><u>The Clerk will email a copy to Governors and ensure it is posted on the website.</u></b></p> <p>The Headteacher said Ofsted will expect Governors to have read and have an understanding of this Report.</p> <p>However, he said it does not contextualise the data. For example it does not highlight just how much turbulence, as a result of the high numbers of military pupils on roll, the school experiences.</p> <p>Q: Another Governor referred to the page on Progress and Attainment trends. He did not understand how in Reading the school could be in the top quartile for attainment but not progress.</p> <p>A: The Headteacher said this was because on starting in KS2 pupils may have a high entry point which means a correspondingly high progress measure at the end of year 6 has to be achieved. This is often not realistic.</p> <p>Q: A Governor commented that at the Leadership Forum she recently attended it was made clear that the story behind the Report is key and should be known by all Governors.</p> <p><b><u>The Headteacher and Assessment Governor agreed to devise a 'Crib Sheet' for Governors at their next termly Meeting.</u></b></p> <p><u>10.c PM for Office staff and brief update regarding Headteacher's PM Panel.</u></p> <p>The Headteacher confirmed the performance management process for the Deputy Headteacher and Office staff is now complete.</p> <p>The Chair said that the Business Manager had agreed to purchase a morning of the LLP's time for the mid-year review Meeting.</p> <p>She had emailed the LLP suggesting several dates but had not yet received a response.</p> <p><b><u>She will contact her again.</u></b></p>	<p>Clerk</p> <p>AG &amp; RL</p> <p>JL</p>
11.	<p><b>Pupil Premium and Sports Premium Updates.</b></p> <p><u>11.a Swimming lessons for the whole school at the Willink.</u></p> <p>Swimming lessons have not been arranged as yet.</p> <p><b><u>The Headteacher said he intends to speak to the Headteacher of Garlands at the Headteacher's Forum Meeting next week.</u></b></p>	AG

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	<p><b><u>The Deputy Headteacher said she will speak to her contact too.</u></b></p> <p>The Governor who knew a number of swimming teachers had spoken with them and they had not been able to understand what the problem was. The Headteacher advised that Beth Thom has now taken over responsibility for PE at the school.</p> <p>He also advised Governors that resources for providing emotional support for pupils can be purchased from the Sports Premium Grant now. As far as BSM is concerned this is not necessary as the school employs two ELSAs who currently provide emotional support to pupils very effectively. There is a comprehensive range of ways in which the school supports its pupils already in place. He intends to use the Sports Premium Grant to purchase additional play equipment for the school field.</p>	KC
12.	<p><b>Review Equality Objectives.</b></p> <p>These currently are:</p> <ol style="list-style-type: none"> <li>a. To narrow the gap in Maths between service and non-service children throughout the school.</li> <li>b. To narrow the gap in Reading performance between boys and girls throughout the school.</li> </ol> <p><b>Q: A Governor asked if these are still appropriate.</b></p> <p><b>A: The Headteacher said they definitely are.</b></p> <p><b>Q: The Governor wondered if another objective focusing on Writing should be included bearing in mind the results in this subject last year.</b></p> <p><b><u>Governors agreed to add a third objective as follows:</u></b></p> <ol style="list-style-type: none"> <li>c. To narrow the gap in Writing performance between boys and girls throughout the school.</li> </ol> <p><b><u>The Clerk will amend the Equality Objectives in the Statement and ensure the new Statement is posted on the website.</u></b></p>	Clerk
13.	<p><b>Committee Feedback.</b></p> <p><b><u>13.a Finance Committee Meeting 21.1.2020.</u></b></p> <p>The Minutes are available in draft form but have not yet been finalised. The Chair of the Finance Committee advised that the Business Manager is currently predicting an overall surplus of £32,700. This is less than originally predicted but still good compared to many other local schools.</p> <p>Governors also updated the Financial Skills Audit and reviewed Benchmarking data; the school is where it expects to be across the criteria reviewed.</p> <p>The Lodge was also discussed; work needs to commence by November 2021 to avoid having to reapply for planning permission. Ways to raise the additional £10,000 needed were considered. One option was to use a portion of the Capital Fund available. Another was to approach the PTA. The longer it takes the more likely the costs originally quoted will rise.</p> <p>A Governor advised she and the Headteacher had asked the PTA if they might attend the next Meeting which is in the process of being arranged. The Headteacher advised that financially speaking the next 2 years looks to be very changeable.</p>	

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14.	<p><b>Policies.</b></p> <p><u>14.a Child Protection and Safeguarding Policy.</u>  The Clerk had reviewed this and compared it to the previous approved version. Changes were highlighted in yellow. She had also included reference to the Guidance provided by the school's HR provider HR Inspirations.  The Headteacher asked the Clerk to remove the reference to the Safeguarding Governors mobile and email address and replace them with the school's telephone number and Office email address.  The Safeguarding Governor had read the Clerk's draft and made tracked changes. This had been emailed to the Clerk.  <b><u>Governors ratified the Child Protection and Safeguarding Policy subject to the Clerk making the changes discussed above.</u></b></p> <p><u>14.b Equality Policy.</u>  The Equality Governor had reviewed the Policy and no changes were required.  Another Governor asked the Clerk to ensure it is formatted and the font used is the same as other BSM Policies.  <b><u>Governors ratified the Equality Policy subject to the above changes being made.</u></b></p> <p><u>14.c Critical Incident Plan.</u>  This is due for review as part of the annual cycle.  The Headteacher confirmed no changes had been made.  Q: The Equality Governor said from a professional point of view with regards to First Aid, the MOD now required water to be available at each First Aid Station in case of acid attacks.  A: The Headteacher said there is access to water in multiple locations on site. He added that shortly he and the year 5 teacher will be taking higher level First Aid training which includes advice on how to deal with acid attacks.  <b><u>Governors ratified the Critical Incident Plan.</u></b>  <b><u>The Clerk will change the dates on the Plan.</u></b></p> <p><u>14.d Data Protection and GDPR Policies.</u>  The Data Protection Plan is due for review as part of the annual cycle.  The Headteacher confirmed no changes had been made to either.  Q: A Governor referred to the new Assessment Tracking Tool and said that with regards to this and any other similar such records perhaps it would be appropriate to anonymise the names therein as a precaution.  A: The Headteacher said that teachers access this via the one drive and do not store local copies. Also, they have all been allocated a secure USB stick.  <b><u>Governors ratified both the Data Protection and GDPR Policies.</u></b>  <b><u>The Clerk will change the dates on both Policies.</u></b></p> <p><b><u>The Clerk will also update the Policy Review Cycle as appropriate.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
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	<p>The Vice-Chair explained while data is still important Ofsted's current focus is on 'deep-dives' exploring selected subjects. Governors will be expected to know how these subjects are taught in school.</p> <p>The curriculum has been divided in core and non-core subjects. He, the Chair and Headteacher would like to propose two Governors focus on the core subjects and two on the non.</p> <p>There will also be a new Working Party of curriculum linked Governors.</p> <p>It was agreed to exclude those Governors with key roles such as Safeguarding, Health and Safety and SEND etc.</p> <p><b>Q: The Vice-Chair asked Governors if in principle they thought this was a good idea.</b></p> <p><b><i>A: Governors agreed they did.</i></b></p> <p>Two Governors agreed to take on responsibility for the core subjects.</p> <p>Two other Governors agreed to take on responsibility for the non-core subjects.</p> <p><b>Q: A Governor asked what the Visits in March will look like.</b></p> <p><b>A: The Chair explained in March Visits will focus on Writing. The English Lead will present to Governors on how Writing is taught and what pupil targets look like. Governors will then walk around the classrooms. A new Visit Report Form is being designed with appropriate prompts.</b></p> <p><b>Q: Another Governor said that prior to this FGB Meeting pre-read information should be issued to Governors so they are fully informed of the expectations for the Visits in March.</b></p> <p>The Vice-Chair reminded Governors their role is not to judge on the competency of teachers just to verify that what they say is being done is actually being done.</p> <p>The Chair said in summary for Writing last year's results were in the bottom 20%. Governors need to know why and what the school is doing to change this.</p> <p><b>A Governor commented it is time to take a new approach. Visits should be purposeful and effective.</b></p>	<p>AD &amp; DMK</p> <p>CT &amp; RL</p>
	<p>Part I of the Meeting closed at 9.10 pm.</p>	

**Date of next Finance Committee Meeting:** Is 10<sup>th</sup> March 2020.

**Date of next Sites and Buildings Committee Meeting:** Is 6<sup>th</sup> March 2020.

**Date of next Staffing Committee Meeting:** Is 3<sup>rd</sup> March 2020.

**Date of next FGB Meeting:** Is 18<sup>th</sup> March 2020.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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