

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

Monday 30<sup>th</sup> September 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), Lenice Prosser (LP).
In attendance:	Susan Cherry (SC), Julie Field (JF) (Left Item 1 at 7.55 pm).

The meeting was quorate.

Agenda Item	Key Points.	Action
2.	<p><b>Opening Prayer.</b> A Foundation Governor led Governors in the opening prayer.</p>	
1.	<p><b>Presentation on Curriculum Development by Mrs J Field.</b> Mrs J Field explained the school is in year 2 of this programme adding it has been a learning curve. The programme has united the school. She explained the programme represents a 4 year cycle with a whole school focus. Staff brainstorm each topic referring to the national curriculum requirements and then devise questions to ask of each pupil. Past projects include Space through Awesome Aliens, God's Green Planet and Amazing Inventions. Currently staff and pupils are Looking through the Keyhole. All the national curriculum requirements for science, history, geography, DT etc have been merged into a whole school topic. RE is still taught discretely. Staff discuss which directions they can take this topic in. The questions agreed are differentiated according to which cohort teachers are working with. A planner is then devised for each year group to ensure sufficient progression.</p> <p>Up to now there has been one 'WOW' a term. For the autumn term, this was a whole school trip to Ufton Court. This is designed to engage pupils and generate links and enthusiasm for the whole school topic work for this term.</p> <p>After the first year staff reflected on what went well. Pupil engagement was evident, as was the success of the Friday afternoon sessions where various activities take place across the year groups. The project gave staff more time, flexibility and encouraged creativity.</p> <p>With regards to challenges, staff have to ensure all the national curriculum requirements are still met. Resourcing is also a challenge. In addition, staff have to be able to assess the impact of this approach.</p>	

**Index:**

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	<p>The new methodology for whole school topic work will be to have a ‘stunning start’ to the project, a ‘magnificent middle’ and a ‘fabulous finish.’</p> <p>Staff are also setting up folders including examples of pupils work to evidence the quality of teaching and the impact of this new approach.</p> <p>Mrs J Field explained the freedom this has allowed teachers has made a great difference to the way they are able to deliver the national curriculum to pupils.</p> <p>Q: A Governor asked if staff are happy to devote the additional time required to ensure the whole school approach to topic work is successful.</p> <p>A: Mrs J Field said staff are as this new programme gives them greater ownership and control.</p> <p>The Headteacher said staff still have to follow the national curriculum. However, it is important to inspire enthusiasm in pupils and ensure parents wish their children to attend BSM.</p> <p>A Governor commented it is also important to ensure staff are happy. If they are they will be more effective and less likely to leave.</p> <p>Another Governor said it was nice to see the Curriculum Lead’s enthusiasm.</p> <p>Q: How will teachers evidence the impact of this new approach?</p> <p>A: By referring to pupils project workbooks. Evidence of their progression is kept in folders staff or indeed Ofsted can refer to.</p> <p>The Headteacher commented Ofsted’s new catchphrase is ‘Deep Diving.’ He explained there is no formal assessment for the topics encompassed within the project work. The folders described above provide evidence of progress and attainment.</p> <p>Q: Another Governor asked if this approach helps those pupils who may be struggling with English and/or Maths to access these key subjects better.</p> <p>A: The Headteacher said he is not sure this is the case but the fact that pupils know they will be spending the afternoons on their project work has increased many pupils’ enthusiasm and desire to come to school. It has increased confidence and in addition, topic work often allows these pupils another way to access English and Maths.</p> <p>Governors thanked Mrs J Field for her informative and very interesting presentation.</p>	
3.	<p><b>Apologies.</b></p> <p>Apologies were offered and accepted from Carole Jackson-Doerge, Dave Godwin and Colin Thompson.</p>	
4.	<p><b>Pecuniary Interest Forms.</b></p> <p>New Forms were circulated to those Governors who had not provided completed Forms so far to sign.</p> <p><u>4.a. Pecuniary Interests.</u></p> <p>No new pecuniary interests were declared.</p> <p><u>4.b Conflicts of Interest in any Agenda Item.</u></p> <p>There were no conflicts of interest in any Agenda Item declared.</p>	

**Index:**

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<p>5.</p>	<p><b>Governing Body Matters.</b>  <u>5.a Any Governors not present at the last FGB Meeting to sign Code of Conduct and Declaration Forms.</u>  New Forms were circulated to those Governors who had not provided completed Forms so far to sign.</p> <p><u>5.b Remind Committees to elect Chairs, Vice-Chairs and review ToR.</u>  Only the Finance Committee had met so far.  The existing Chair and Vice-Chair had been re-elected and the terms of reference reviewed. The latter remain unchanged.  <b><i>Governors ratified the above elections and the terms of reference.</i></b></p> <p><b><i>The Chair asked the Sites and Buildings and Staffing Committees who are due to meet later this term to list this as an Item on their next Agendas.</i></b></p> <p><u>5.c Any Governor interested in standing as Vice-Chair.</u>  The Chair said the Vice-Chair had informed her he is happy to stand aside if anyone else is interested in serving as Vice-Chair. She explained he is concerned that the Governing Body does not have a succession plan. He will eventually wish to step down as Vice-Chair.  The Headteacher added acting as Vice-Chair gives Governors the opportunity to work more closely with the Chair and see what that role entails.</p> <p><u>5.d Review Attendance at Meetings for last year.</u>  The Clerk had prepared the Attendance Register for the last academic year and posted it in the secure area of the website.  <b><i>The Chair asked her to check the updated Attendance Register is on the website.</i></b></p> <p><u>5.e Remind Data, SEND and Foundation Governors to arrange their termly meetings with the Headteacher.</u>  <b><i>These linked Governors agreed to contact the Headteacher.</i></b></p> <p><b><i>The SENCO will contact the SEND linked Governor who was absent.</i></b></p> <p><u>5.f Approval of Annual Report Statement 2018-2019.</u>  This had been posted in the secure area of the website for Governors to read.  The Chair asked if Governors had any comments or questions.  None did.  <b><i>The Clerk agreed to post it on the website.</i></b></p>	<p>Clerk</p> <p>Clerk</p> <p>RL, DMK &amp; LP KC</p> <p>Clerk</p>
<p>6.</p>	<p><b>Minutes of the last Full Governing Body Meeting held on 15<sup>th</sup> July 2019.</b>  The Minutes from the above Meeting were agreed to be a true and accurate record.  <b><i>The Clerk will file the Minutes.</i></b></p>	<p>Clerk</p>
<p>7.</p>	<p><b>Matters Arising.</b>  <u>7.a Action Log.</u>  An Action Log for the Full Governing Body Meeting held on 15<sup>th</sup> July 2019 was circulated prior to this Meeting.</p>	

**Index:**

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	<p><b>Number 12-Chair to talk with the PTA regarding making some funds available to purchase new equipment for the Toy Shop.</b> She advised the PTA is meeting tonight and she has asked the Chair to discuss this with her colleagues.</p> <p><b>Number 15-Clerk to check if the Safeguarding Policy includes reference to 'peer on peer abuse.'</b> The Clerk had highlighted the relevant section and sent this to the Safeguarding Governor for her consideration. However, a new model Safeguarding and Child Protection Policy is now available and has been sent to the Safeguarding Governor. <b><u>She is attending the Safeguarding Forum next week at which the relevant updates to this Policy will be advised.</u></b> <b><u>She will review the Policy thereafter.</u></b> <b><u>The Clerk will list this as an Item on the next FGB Agenda.</u></b></p> <p><b>Number 17-Safeguarding Governor to type up her Report and send it to the Clerk to send to Governors.</b> <b><u>The Safeguarding Governor had not done so as yet.</u></b> <b><u>She will do so as soon as she is able.</u></b></p> <p><b>Number 27-Clerk to source Safer Recruitment Refresher Training for 3 Governors.</b> These three Governors confirmed they had not had the opportunity to do so as yet. <b><u>The Clerk agreed to re-send them the email she had sent originally in the summer term.</u></b></p> <p>All other actions had been completed or appeared on this Agenda.</p>	<p>GB GB Clerk</p> <p>GB</p> <p>Clerk</p>
8.	<p><b>Health and Safety Update (Standard Agenda Item).</b> No Sites and Buildings Committee Meeting had been held yet this term. The Health and Safety linked Governor had visited school last week and carried out a step ladders check.</p> <p>The Headteacher reported there is a leak at the corner of the wall where the Reception classrooms joins year 4. Over the summer County checked this out and advised the moisture incursion was due to condensation. Following the recent rain it is clear this is not the case. The Headteacher has referred the matter back to County and is awaiting their advice.</p> <p>Following the dry weather over the summer, the clay under the playground has compacted and the surface has sunk resulting in raised tree roots. Again, this matter has been referred to West Berkshire whose responsibility it is to effect repairs.</p> <p><b>Q: A Governor asked when the next Health and Safety Audit is due.</b> <b><u>A: The Clerk will check the Minutes of the last Sites and Buildings Committee Meeting.</u></b> <b><u>It will also be listed as an Item on the next Agenda for this Committee.</u></b></p>	<p>Clerk</p>

**Index:**

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9.	<p><b>Safeguarding Update (Standard Agenda Item).</b>  The Safeguarding Governor advised the Quiz she had planned to ask staff to complete at the recent INSET Day had not been delivered to staff as that morning the latest KCSIE Guidance had been released which meant the Quiz was out of date.  The Headteacher confirmed all necessary Safeguarding training had now been delivered to staff. He had also asked them to complete a Safeguarding Quiz anonymously so he could ascertain any areas where further training might be required.</p> <p><b>Q: The Headteacher asked the Safeguarding Governor if she could meet with him prior to the end of the October so the Safeguarding Audit can be completed.</b></p> <p><b><u>A: She agreed to email him with dates she could visit school.</u></b></p>	GB
10.	<p><b>Curriculum Standards (Standard Agenda Item).</b>  Please see Item 2 on pages 1-2.</p>	
11.	<p><b>Headteacher's Verbal Report.</b>  <u>11.a Update on the start of term.</u>  The Headteacher advised term has started well. The two new members of staff have fitted in seamlessly. The Deputy Headteacher is mentoring the NQT. The other new teacher has taken on the role of Sports Lead. Staff are enjoying their new year groups and roles.  <b>A Governor commented that teachers seem happy with the cohorts they are teaching this academic year.</b>  The Headteacher advised the school is now operating on a skeleton staff as far as the number of adults on site go. He and the SLT are reviewing this. At present he and the Deputy Headteacher are covering lunchtimes. He expanded that there are some classes who are in need of additional TA support due to the needs of the pupils in that year group.  A Governor on the Finance Committee referred to the discussion that Meeting had had on possibly recruiting another TA. The problem was that only a one year fixed term contract could be offered due to financial constraints.  The Headteacher advised that he is attending the Headteacher's Funding Group this week with, in several weeks' time, another County wide Meeting due to take place. It does not look at present as if there will be additional funding available to schools but he will not know for sure until after these Meetings.  <b>Q: A Governor asked if the school could advertise for a TA on a one year fixed term contract.</b>  <b>Q: Another Governor enquired as to whether there is a cost for doing so.</b>  <b>A: The Headteacher replied the cost is minimal. The difficulty is in recruiting a suitably skilled candidate when BSM can only offer a one year fixed term contract.</b>  <b>The Vice-Chair of the Finance Committee recalled that the Meeting had agreed the issue was that after 2 years on one year fixed term contract an employee is legally permanent. If the school has to then reconsider its staffing structure for financial reasons then redundancy procedures have to be followed.</b></p>	

**Index:**

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	<p>A Governor suggested the advert offer the post as a one year fixed contract with the potential for the post to become permanent. <b><u>The Headteacher agreed to do so.</u></b></p> <p>He added that the school now has another HLTA on staff who can also provide cover.</p> <p><u>10.b Targets for 2019-2020 (attendance and performance).</u> The Headteacher advised these will be generated through his performance management process.</p> <p><u>10.c SEND Report.</u> The Headteacher advised there is nothing of note to add to the Report issued at the last FGB Meeting. The SENDCO added there are a few new pupils who have significant needs. The Headteacher added the school is working hard to ensure the resources are in place to meet these needs and has also signposted parents towards support available out of school.</p> <p><u>10.d Staff appraisal and pay progression.</u> The Headteacher reported he and his Deputy have a plan in place to ensure staff appraisal takes place in due time. Initial meetings start next week.</p> <p>Q: A Governor asked if the Staff Appraisal Policy needs reviewing. A: The Headteacher advised not at this time.</p> <p>The Chair said she had met with the Business Manager and the Pay Policy does need updating. The uplift of 2.75% needs to be included with the dates to be amended. <b><u>The clerk agreed to make these changes and ask the Business Manager to check the revisions made.</u></b> <b><u>Governors approved the Pay Policy pending these changes.</u></b></p>	<p>AG</p> <p>Clerk</p>
<p>12.</p>	<p><b>PPG Reports Parts II and III.</b></p> <p>These were available in the secure area of the website for Governors to review.</p> <p>Q: On the PPG Report entitled “PPG Plans Final Draft”, in section B there is a sentence which reads “the school’s performance review system identifies children in need of support,...” Does this refer to disadvantaged pupils and what type of support does this mean? Perhaps greater clarity could be offered?</p> <p>A: The Headteacher confirmed the support is available for disadvantaged pupils and can be in the form of additional help with English and/or Maths, emotional support and capital help (e.g. with payment for trips or uniform).</p> <p>Q: With regards to the table at the bottom of this section, the last row under ‘Desired Outcome’ states with regards to “reducing financial burden on PPG parents”, the school offers financial support for school uniform. Can anything else be added?</p> <p>A: Other types of support feature in other rows. Paying for school uniform is often the most significant additional help eligible pupils’ parents ask for.</p>	

**Index:**

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	<p><b><u>Governors approved both Parts II and III subject to the above amendments being made to the PPG Report entitled "PPG Plans Final Draft."</u></b>  <b><u>The Clerk will ensure both are posted on the website.</u></b></p>	Clerk
13.	<p><b>Sports Premium Report.</b>  The Business Manager had prepared this. It was posted in the secure area of the website for Governors to read.  The Headteacher advised the Primary PE Grant is used in the main to pay for external coaches to come into school and for outdoor trips.  Next summer the Sports Fortnight is being held. It will be tied in with the Tokyo Olympics.  The school is still trying to arrange for swimming lessons; the Headteacher would like all the Junior School to be able to take these. However, the difficulty at present is arranging the lessons. Pupils are walked to and from the Willink.  <b><u>A Governor said she swims with swimming teachers. She will ask them for their input.</u></b>  Q: A Governor asked if a Mini Bus could be used to take some pupils with parents transporting the remainder.  A: The problem is that swimming lessons take place every week for a specific number of weeks. Logistically borrowing a Mini Bus and relying on parents to be available every week is not realistic.  The Headteacher said using the Willink's pool would still be the best option. But agreeing sessions with them has proved impossible so far.  <b><u>The Clerk will also email another Governor with connections in the Local Authority for help.</u></b>  Q: A Governor pointed out in Appendix 1 it asks the question "How many children are confident in swimming 25 metres?" Why do only year 6 feature?  A: This question refers to year 6 only. But he agreed that data for the other year groups should also be provided as there is space to do so.  Q: In addition, this Governor felt it would be helpful to have the data presented as percentages.  A: The Headteacher agreed the Report could be so amended.  This Governor also expressed surprise that the number of pupils dancing outside of school is so low.  Q: Another Governor said also in Appendix 1 the question is asked of year 6 pupils how many use the toy shop the answer was given as zero. However, underneath the types of resources they use are listed!  A: The Headteacher said this data was obtained direct from pupils and passed to the Business Manager by the class teacher.  Q: Another Governor said that last year the Governing Body discussed perhaps introducing activities other than Football at lunchtimes.  A: The Headteacher explained the two coaches are in only twice a week and Football is the most popular activity by far amongst pupils.  Q: Not every pupil wants to play Football. Is it possible to offer other options?  A: The Deputy Headteacher said perhaps alternatives could be offered in the summer term; this could tie in with the planned Sports Fortnight.</p>	<p>GB</p> <p>Clerk (CJD)</p>

**Index:**

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	<b><u>The Clerk will ask the Business Manager to make the necessary amendments.</u></b>	Clerk
14.	<p><b>Committee Feedback.</b></p> <p><u>12.a Finance Committee Meeting 24<sup>th</sup> September 2019.</u></p> <p>The Minutes of the June Meeting are in the secure area of the website. The Headteacher summarised the current financial position is that a slightly larger surplus than planned in April is now predicted. This however, is due to changes in the staffing structure ahead of the autumn term.</p>	
15.	<p><b>Policies:</b></p> <p><u>15.a Policy Review Template from the Key.</u></p> <p>The Clerk had sent this to the Headteacher and Chair of Governors.  <b><u>The latter will provide the Clerk with her feedback in due course.</u></b></p> <p><u>15.b Finance Policy including Lettings and School Charging and Remissions.</u></p> <p>The Finance Committee and reviewed this Policy. They recommended it to the FGB for approval.  <b><u>Governors agreed the Finance Policy as detailed above.</u></b></p> <p><u>15.c Governors Expenses Policy.</u></p> <p>This is part of the Finance Policy.</p> <p><u>15.d Register of Authorising Officers.</u></p> <p>This was also discussed at the last Finance Committee Meeting. This document remained unchanged.  <b><u>It was duly ratified and signed as appropriate.</u></b></p> <p><u>15.e Health and Safety Policy.</u></p> <p>The Health and Safety linked Governor is currently reviewing this. The Headteacher reported no significant changes have been announced.  <b><u>The Clerk will ask the Health and Safety linked Governor to confirm this.</u></b>  <b><u>This Policy will be carried forward to the next FGB Meeting.</u></b></p> <p><u>15.f New Child Protection and Safeguarding Policy.</u></p> <p>Please see Item 7.a on page 4.</p> <p><u>15.g Review Equality Policy.</u></p> <p>The Clerk advised she had found the Statement written by a former Governor and the latest Policy on file. Governors agreed the Statement did not need revising.  <b><u>The Headteacher pointed out a number of typing errors and formatting improvements which should be made.</u></b>  <b><u>The Clerk agreed to action these and then post it on the website.</u></b></p> <p><b><u>The Headteacher will send the Clerk the West Berkshire model Policy so she can compare the latest model with the version on file.</u></b>  <b><u>The Clerk said she will also check to see if Hampshire provide a model Policy.</u></b></p> <p><b><u>She will also update the Policy Review Cycle as appropriate.</u></b></p>	<p>JL</p> <p>Clerk Clerk</p> <p>Clerk</p> <p>AG</p> <p>Clerk</p> <p>Clerk</p>

**Index:**

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16.	<p><b>Training.</b>  <u>16.a Review Training Undertaken.</u>  None had been attended so far this term.</p> <p><u>16.b West Berkshire Training Brochure.</u>  <b><i>This had been emailed 10<sup>th</sup> June. The Clerk will email it again.</i></b>  <b><i>Governors were urged to ask the Clerk to book any training they wished to attend.</i></b></p> <p><b><i>The Chair asked the Clerk to access Governor Hub and check the dates of the Leadership Forum Meetings this term.</i></b></p>	Clerk Govs Clerk
17.	<p><b>Any Other Business.</b>  There was no other business.</p>	
	Part I of the Meeting closed at 8.50 pm.	

**Date of next Finance Committee Meeting:** Is 21<sup>st</sup> January 2020

**Date of next Sites and Buildings Committee Meeting:** Is 8<sup>th</sup> November 2019.

**Date of next Staffing Committee Meeting:** Is 12<sup>th</sup> November 2019.

**Date of next FGB Meeting:** Is 2<sup>nd</sup> December 2019.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

**Index:**

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