

NON-CONFIDENTIAL MINUTES
OF VIRTUAL FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 30th November 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 (GBr), Karen Carmichael (KCA), Steve Dunham (SD), Paul Hampton (PH), Carol Jackson-Doerge (CJD), Joanne Lambdon (JL), Rev Glynn Lautenbach (GL), Deborah Marsden-Kwan (DMK, Colin Thompson (CT), Gemma Toms (GT).
In attendance:	Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1 and 2.	Opening Prayer and Apologies. A Foundation Governor led the Meeting in the opening prayer. Apologies were offered and accepted from Dave Godwin, Matthew Jackson and Ruth Leuillette.	
3.	Declaration of Pecuniary Interests. <u>3.a. Pecuniary Interests.</u> No new pecuniary interests were declared at this Meeting. <u>3.b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.	
4.	Governing Body Matters. <u>4.b Remind Foundation Governors to arrange their Meeting.</u> <i><u>A Foundation Governor confirmed she had emailed the Headteacher earlier this week.</u></i> The Headteacher advised he and the Assessment Governor had met earlier this term. The SENCO informed Governors she and the new SEND linked Governor had also held their first Meeting. Her Report is on the website for Governors to read. Please also see Item 10.g on page 8.	DMK

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	<p><u>4.c Approval of Annual Report Statement.</u> The Governor who was writing this said he had forwarded his first draft of Part I to the Headteacher and was waiting for him to supply the outstanding data highlighted. This paragraph refers to what happened last year. <u>When this is available, he will share it with Governors. If Governors can respond by email it can then be posted on the website.</u></p> <p><u>4.d Plans for Spring Term Meetings.</u> The Headteacher confirmed all Governing Body Meetings will continue to be held via Zoom next term.</p> <p><u>4.a Chair and Vice-Chair of Sites and Buildings Committee.</u> <u>Election of Chair of Sites and Buildings Committee.</u> <u>A Governor who had previously been Chair offered to act as Interim Chair until the next academic year when perhaps one of the new Governors might wish to step into this role.</u> <u>Governors duly approved this new Officer post.</u></p> <p><u>Election of Vice-Chair of Sites and Buildings Committee.</u> <u>Another Governor offered to act as Vice-Chair.</u> <u>Governors duly approved this new Officer post.</u></p> <p><u>Election of new Vice-Chair of Staffing Committee.</u> <u>A member of the Staffing Committee offered to take on the role of Vice-Chair of Staffing to alleviate the workload of the new Vice-Chair of Sites and Buildings.</u> <u>Governors duly approved this new Officer post.</u></p> <p><u>The Clerk will update the Governing Body records accordingly.</u></p>	<p>AG then CT</p> <p>GBr</p> <p>CJD</p> <p>DMK</p>
5 & 6.	<p>Minutes of the Full Governing Body Meeting held on 5th October 2020 and Action Log. <u>5 Minutes of the Full Governing Body Meeting held on 5th October 2020.</u> The Minutes from the above Meeting were agreed to be a true and accurate record. <u>The Chair will drop into the school to sign them.</u> <u>The Clerk will file the Minutes.</u></p> <p><u>6 Matters Arising.</u> An Action Log for the Full Governing Body Meeting held on 5th October was circulated prior to this Meeting. The numbers below correspond to the numbers on the Log. Only those actions outstanding or requiring further comment will be listed.</p> <p>Number 6-Parent Governors and mentors to link up. <u>The Chair of the Finance Committee will contact a Parent Governor regarding arranging a catch-up.</u></p>	<p>Chair Clerk</p>

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	<p><u>The Safeguarding Governor will contact a Parent Governor when she is able to do so.</u></p> <p>Number 18-A Governor to check if she can source for the school headphones with microphones.</p> <p>The Headteacher confirmed this Governor had not only supplied headphones with microphones but had also provided cameras too which could be attached to laptops.</p> <p>He said these new resources were fantastic and already in use. He thanked this Governor for her fantastic support.</p> <p>The Chair of Governors also offered her thanks to this Governor.</p>	<p>SD & PH</p> <p>GBr & MJ</p>
<p>7.</p>	<p>Health and Safety Update (Standard Agenda Item).</p> <p>The Headteacher advised the new Health and Safety Advisor from West Berkshire visited 10 days ago. He reviewed COVID 19 practices in place and observed pick-up.</p> <p>The Headteacher shared the Report on the screen (he had just received this today).</p> <p>The Advisor had been very happy that all was in place and noted that the Risk Assessment was a live document and should be reviewed and updated regularly.</p> <p><u>The Headteacher will email the Report to Governors.</u></p> <p>Governors congratulated the Headteacher on this very positive Report.</p> <p>Q: A Governor asked if it could be shared with parents. It might offer reassurance as to the importance the school places on the safety of their children.</p> <p><u>A: The Headteacher said this was a good idea and agreed to do so. He will reference it in the next edition of the Newsletter to be issued this Thursday.</u></p> <p>Q: Another Governor asked if the Advisor felt the school was ‘ahead of the game’ as compared to other local schools?</p> <p>A: The Headteacher said the Advisor had commented on how impressed he was at how parents had totally engaged with the school’s COVID 19 procedures and how supportive of the school they are in this regard.</p> <p><u>7.1 Health and Safety Audit.</u></p> <p>Q: A Governor asked if there was any new date as yet for the postponed Health and Safety Audit from March of this year.</p> <p>A: Not as yet no.</p> <p><u>The Clerk will list this as an Item on the next FGB Agenda.</u></p> <p><u>7.2 Health and Well-Being of Staff.</u></p> <p>The Headteacher said he and his Deputy regularly check in with staff. They are holding up well but are very tired.</p> <p>Q: A Governor asked if he had any feedback regarding any additional support staff felt they needed.</p> <p>A: The Headteacher said the staff were happy with the help received from the SLT and praised the skills of his Deputy in offering support and advice to staff as and when they needed it.</p>	<p>AG</p> <p>AG</p> <p>Clerk</p>

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	<p>She is very good at listening to her colleagues and helping where she can. The Deputy said staff are ok and working hard. She praised particularly the efforts of the TAs this term who were all doing an amazing job.</p> <p>Staff are finding it challenging not to be able to talk with each and share experiences and practice. The SLT are trying to find safe ways of enabling them to do so.</p> <p>The SLT use various Whats App groups as a way of keeping in touch and ensuring staff are well-informed. These work very well.</p> <p>Q: A Governor asked if the school has enough PPE. A: Yes. The Spring order is due to be delivered soon.</p> <p>The Headteacher advised a member of staff had sourced a more user friendly visor which the school has now purchased for their use.</p> <p>Q: Another Governor asked, if Governors had to evidence how staff are feeling, if it could actually do so. So far the Governing Body has relied on feedback from the Headteacher. She suggested a Staff Survey. It would also show staff the Governing Body is concerned for and is actively monitoring their well-being. A: The Chair said she had written a letter earlier this term to staff thanking them for their hard work. She planned to repeat this before the end of this term.</p> <p><u>A different Governor agreed to see if she could draft a few questions to put to staff by the end of next week.</u></p> <p>Another Governor cautioned that Governors need to be clear what they want to get out of this Survey.</p>	GT
8.	<p>Safeguarding Update (Standard Agenda Item).</p> <p>The Safeguarding Governor advised the Safeguarding Forum Meeting took place via Zoom but as GS did not update the link when they changed the date of the Meeting she did not take part.</p> <p>The session was recorded so she viewed it at a later date. It focused on the Audit due before the end of this term.</p> <p><u>The Safeguarding Governor will contact the Headteacher to arrange a date and time when they will review the Single Central Register online and update the Audit ahead of its submission.</u></p> <p>Q: A Governor asked if there were any other Safeguarding concerns to report. A: The Headteacher said he will share the details of any specific concerns in Part II. In general terms, any concerns are reported electronically and he or the Deputy follow them up.</p>	GBr
9.	<p>Curriculum Updates (Standard Agenda Item).</p> <p><u>9.1 The Catch-Up Plan.</u></p> <p>The Headteacher advised this funding is paid in two tranches.</p> <p>Testing of pupils took place in September so the school is now aware of which pupils have gaps and what these gaps are.</p> <p>The SLT sat down and reviewed the data in detail and identified those pupils as above who require catch-up support.</p>	

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<p>Helen Skantos, a former teacher at the school, has been employed to deliver targeted sessions to 8 pupils in year 5 and 8 in year 6 in groups of 4 on Tuesday, Wednesdays, Thursdays and Fridays. Teachers have given her their expectations for these pupils.</p> <p>Q: A Governor asked if parents have been informed if their child is receiving this additional support.</p> <p>A: No as this is in-school provision.</p> <p>Q: How will Governors be able to judge if this additional tutoring is having a positive impact.</p> <p>A: At the start of next term these pupils will sit tests targeted to check those areas they were identified as requiring additional support in. This data will be carried forward to the summer term when adjustments to the interventions planned will be made as necessary.</p> <p>Q: When will other cohorts receive additional support, if any is needed?</p> <p>A: The Headteacher confirmed even prior to lockdown year 2 had been identified as a cohort in which a significant proportion of pupils require more help to ensure they meet ARE. The recent data has confirmed this need.</p> <p>Q: A different Governor asked when this Plan will be published on the website.</p> <p>A: The Headteacher said the requirement to do so has only just been announced. The formal Plan will be ready next term. He and the Business Manager need to discuss in detail how exactly the Catch-Up Funding will be spent.</p> <p><u>Then he will share the draft with Governors before posting it on the website.</u></p> <p><u>The Clerk will list the "Catch-Up Plan" on the next FGB Agenda.</u></p>	<p>AG Clerk</p>
<p>The Deputy commented that before the recovery curriculum could be effectively taught pupils had to feel safe and be happy in school.</p> <p>Q: A Governor recalled older pupils were to be asked to complete a Questionnaire providing feedback in this regard.</p> <p>A: The Headteacher said data had been obtained and is being collated by a member of the Office Team.</p> <p><u>He and the Assessment linked Governor will review this at their next termly meeting.</u></p> <p>Pupils in KS1 will be asked to complete a simplified version of this Questionnaire in the Spring term.</p>	<p>AG & RL</p>
<p><u>9.2 How Governors can develop their Subject Knowledge.</u></p> <p>The Chair advised that last year the Governing Body planned to link Governors to a subject and ask them to liaise with the relevant Subject Leader to develop Governor's knowledge. However, the pandemic hit and this was shelved. Even though school is now back, teachers' workload is such that she is reluctant to impose on them further at this time.</p> <p><u>It was agreed this Item would be carried forward to the FGB Meeting held after Easter.</u></p>	<p>Clerk</p>

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10.	<p>The Headteacher advised that following the performance management of teachers in October, some subject responsibilities had been changed.</p> <p>Headteacher's Written Report/SEF, This was on the website prior to this Meeting. The Headteacher advised this was the document that would be provided to Ofsted ahead of a visit. It rolls on from term to term.</p> <p><u>10.a General Update.</u> The Headteacher reported there are very few curriculum based activities ongoing due to the health and safety risks; topic work continues however. He continues to deliver recorded Assemblies which are viewed in school with Reverend Lautenbach also providing recorded Assemblies once a month. So far these have focused on the Harvest Festival and Remembrance Day.</p> <p>Q: A Governor asked if topic work is carried out bubbles. A: No in classrooms only to avoid cross contamination as far as is possible. The Headteacher reassured Governors he and his colleagues are even more focused on ensuring cohorts and the adults working with them do not mix.</p> <p><u>10.b Finances.</u> The Budget is very tight with a predicted carry forward of a surplus of approximately £20,000. However, the fence around the FS2 play area needs replacing and a cooker in the kitchen has ceased working. This also has to be replaced.</p> <p>The most recent PLASC noted 214 pupils on roll. This will be reflected in the Main Budget Share next year. In total, the school will be approximately £90,000 better off.</p> <p><u>10.c Pupil Turbulence.</u> The Headteacher made Governors aware of some movement in and out of the school.</p> <p>Q: A Governor asked if there are any Waiting Lists. A: For the younger age groups only. The Headteacher advised he would prefer no late starters to year 6, for obvious reasons. Q: Which year groups have seen movement? A: Pupils have joined from military families in years R and 4. In the Spring term 8 pupils will be leaving across the majority of the year groups.</p> <p>Q: A different Governor asked if a military family moving into the area would contact the school to check if there are any places available in the relevant year group. A: The Headteacher explained there is a military exemption which means the school has to accept any pupils applying to BSM from families serving in the armed forces. The process is controlled by West Berkshire who also handle any appeals.</p>	
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<p><u>10.d Personnel Update.</u> On page 2 it refers to the number of ELSAs as 2 and 1 in different sentences. <u>The Clerk will amend this to ensure it lists the number of ELSAs as 1 throughout this section.</u></p> <p>Q: A Governor noted there are only 2 members of staff in the kitchen now. Is this sufficient? A: The Headteacher said the kitchen staff are employed by DOLCE and this is their decision. It is based on the number of pupils eating a school meal. Uptake is not as high as it has been; possibly more parents are struggling than before. Q: Another Governor enquired as to whether the quality of the meals being provided is being monitored. A: The Headteacher reassured Governors DOLCE publish a set menu which includes nutritional standards they have to adhere to under the terms of their contract.</p>	Clerk
<p><u>10.e Progress of SDP.</u> The Headteacher reported the draft of the next SDP will be available in the Spring term. Production of this has slowed as he and his Deputy are spending the majority of their day on the field at drop-off and pick-up and supporting at lunchtimes and elsewhere as needed. Q: Can Governors help at all. A: No he just needs time in his Office to produce the new draft. <u>The Clerk will list this as an Item on the next FGB Agenda.</u> A Parent Governor pointed out it has been noted by parents how both the Headteacher and Deputy make themselves available on the field at the start and end of every day.</p>	Clerk
<p><u>10.e Monitor progress against targets based on limited data including feedback from Meeting with Assessment Governor.</u> The Headteacher advised he and the Assessment linked Governor had met earlier this term and reviewed the Spring data from earlier this year. They had also discussed the KS2 Questionnaire which the Assessment linked Governor had adapted. <u>The Clerk will contact this Governor to ascertain if there is a Report available yet she can share with Governors.</u></p> <p>Target Cards will be collected on 9.12.2020 and collated by a member of the Office staff.</p>	Clerk
<p><u>10.f Attendance.</u> <u>Pupil Attendance.</u> Pupil attendance is good. The Headteacher said his Deputy is very effective at working with those families who struggle in this regard. Class teachers, on a daily basis, provide numbers of pupils in class and note those absent. If no reason is known the Office Staff will contact this family.</p>	

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	<p>Q: A Governor asked if there were any families whose children were isolating as a matter of choice.</p> <p>A: The Headteacher said there are a few families who have chosen to be absent; these are from a specific community. They are generally very supportive of school and follow all protocols and procedures in place.</p> <p><u>Staff Attendance.</u></p> <p>Q: What has the attendance of staff been like this time?</p> <p>A: There have been a few difficult periods. At one point 7 members of staff were off. Both the Headteacher and his Deputy have been supporting staff during these times.</p> <p>The PPA teacher has been providing videos focusing on the RE curriculum which has allowed TAs to lead the classes at these times.</p> <p>Q: Are TAs receiving their legally entitled number of breaks.</p> <p>A: The Headteacher confirmed they are.</p> <p><u>10.g SEND Report.</u></p> <p>The Report from the SEND linked Governors Meeting with the SENCO is on the website.</p> <p>The SENDCO reported the two had met this term and had discussed their respective roles. The SENDCO explained how SEND is managed within school.</p> <p>At the next Meeting she will pick a specific topic to review.</p> <p>She advised she also intended to work on the website too so it provides more relevant information and is as user friendly as possible.</p>	
11.	<p>PPG Report.</p> <p><i><u>This Item will be carried forward to the next FGB Meeting.</u></i></p>	Clerk
12.	<p>Analysis of Parent Questionnaire.</p> <p>The Headteacher advised there had not been enough time at his last Meeting with the Assessment Governor to discuss this.</p> <p><i><u>The Clerk will ask the Headteacher to contact the Assessment Governor tomorrow.</u></i></p> <p>The Deputy advised she is looking at a Transition Questionnaire that could be completed by year 6.</p>	AG & RL
13.	<p>Committee Feedback.</p> <p><u>13.a Staffing Committee Meeting 10th November 2020.</u></p> <p>The Minutes of this Meeting are now on the website in the secure area.</p> <p><i><u>Governors ratified the appointment of the Chair and the new Vice-Chair and adopted the terms of reference.</u></i></p> <p><u>13.b Sites and Buildings Committee Meeting 20th November 2020.</u></p> <p>The Minutes of this Meeting are now on the website in the secure area.</p> <p><i><u>Governors ratified the appointment of the Chair and the Vice-Chair and adopted the terms of reference.</u></i></p> <p><i><u>The Clerk will update the Governing Body records accordingly.</u></i></p>	Clerk

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14.	<p>Policies.</p> <p><u>14.a Pay Policy.</u> The Business Manager had requested changes be made to the Pay Policy. This version has new pay ranges in the Annexes as well as the school pay structure in section 4. She and the Headteacher had agreed to move to the widely published maximum M6 point. This means the increase in M6 year on year is actually 3.77% rather than 2.75%. <u>Governors approved the Pay Policy.</u></p> <p><u>14.b Children's Policy.</u> <u>This Policy will be available at the next FGB Meeting.</u></p> <p><u>14.c Child Protection and Safeguarding Policy.</u> The Clerk amended the Policy to include the changes made and highlighted in the new model Policy released September 2020. <u>The Safeguarding Governor agreed to review it and advise of any changes she wishes to make.</u> <u>Governors approved the Child Protection and Safeguarding Policy subject to the above.</u></p> <p><u>14.d Health and Safety Policy.</u> This is due to be reviewed as part of the annual review cycle. The Headteacher confirmed there are no changes required. <u>Governors approved the Health and Safety Policy.</u></p> <p><u>14.e First Aid and Supporting Pupils with Medical Conditions.</u> The Clerk had combined the two using drafts from another local school. <u>At the last Sites and Buildings Committee Meeting the Headteacher agreed to review this.</u></p> <p><u>14.f Progress of new RSE Policy.</u> The Headteacher a draft for discussion purposes is on the website. <u>A Governor pointed out there is a section on Governors responsibilities. This needs to be discussed at the next FGB Meeting.</u> <u>The Headteacher advised it is his plan to share this with parents in the summer term. Hopefully, he will be able to invite them into the school hall.</u> The Chair said parents do need to be aware of those sections of the new RSE curriculum that they can withdraw their children from and those they cannot. She added she attended a Leadership Forum recently and it had emerged from the experiences of other schools effective communication with parents is key. The Headteacher said he would welcome feedback from Parent Governors. <u>He also asked the Clerk to ensure the dates in the Policy are correct.</u> <u>Another Governor noted that the RSE Policy is referred to the SRE Policy in at least one location. The Clerk will also amend this.</u></p>	Clerk GBr Clerk AG Clerk AG Clerk Clerk
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	<u>The Clerk will update the Policies Review Cycle.</u>	Clerk
15	GDPR Update. The Headteacher thanked a Governor for her comments_regarding the Infant Nativity at a previous Committee Meeting. He duly consulted with all parents regarding permission to record this event.	
16.	Training. The SENDCo said she had participated in several courses, as well as SENDCO Meetings and EP training via Zoom. There is a Maths course several TAs will be taking. Other TAs have attended courses through Reading University on 'Supporting pupils in class.' In general TAs have been enjoying training and are finding online courses very accessible. The Clerk had advised the new Governors regarding various Induction Training Courses available. A Parent Governor said he was in the middle of completing one offered by the Key which he found useful.	
17.	Any Other Business. <u>17.a Governors Hamper.</u> The Chair said she would like to offer a Governors Hamper as a raffle prize for the PTA Christmas Raffle. <u>She asked Governors to donate an Item; the Office will leave a box outside of the school.</u> <u>The Clerk will advise Governors when the raffle is due to take place.</u>	Govs Clerk
	Part I of the Meeting closed at 9.15 pm	

Date of next Finance Committee Meeting: Is 19th January 2021 at 9.30 am.

Date of next Sites and Buildings Committee Meeting: Is 26th February 2021 at 9.15 am.

Date of next Staffing Committee Meeting: Is 23rd February 2021 at 9.15 am.

Date of next FGB Meeting: Is 25th January 2021.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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