

NON-CONFIDENTIAL MINUTES
OF VIRTUAL FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 5th October 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), Steve Dunham (SD), Dave Godwin (DG) (Joined Item 4.b at 7.47 pm), Paul Hampton (PH), Matthew Jackson (MJ), 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.	<p>Opening Prayer and Apologies. A Foundation Governor led the Meeting in the opening prayer. Apologies were offered and accepted from Ruth Leuillette. <i>The Chair welcomed the new Parent Governors to the Meeting and thanked them for volunteering.</i> The longer standing Governors introduced themselves for the benefit of the newer Governors. The latter then provided biographical details to the Governing Body. <i>The Clerk will contact GS to ascertain if Induction Courses will be running and if so whether they will take place in person or virtually.</i></p>	Clerk
3.	<p>Pecuniary Interest Forms to be signed. <i>The Clerk suggested as directed by Hampshire County Council Governors email her to confirm they have no Pecuniary Interests this academic year. The Clerk will use these as evidence and complete the Register accordingly.</i> <i>A Governor advised his wife was General Manager of Burghfield Oaks.</i> <i>The Clerk agreed to note this accordingly.</i></p> <p><u>3.a. Pecuniary Interests.</u> No new pecuniary interests were declared at this Meeting.</p> <p><u>3.b Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.</p>	Govs Clerk MJ Clerk

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4.	<p>Governing Body Matters.</p> <p><u>4.a Governors to sign Declaration and Code of Conduct Forms.</u> The Clerk suggested Governors print off the last page of these Forms and drop them in the post box outside the school. She advised the new Governors will require DBS checks. The School Office will have communicated their requirements in terms of paperwork. The new Governors should contact the Office Manager regarding providing evidence of identity. Q: A Governor said she had a current DBS check. Does she need to have another carried for this role? A: <u>The Clerk will check with the Office Manager.</u></p> <p><u>4.b Introduction of Parent Governors. Assign mentors.</u> The Chair suggested Mr P Hampton join the Finance Committee. <u>Mr S Dunham had agreed to act as his mentor.</u> <u>The Chair will send Mr P Hampton's email address to Mr S Dunham.</u></p> <p>Mr M Jackson agreed to join the Sites and Buildings Committee. His skill set would be of great benefit to this Committee. <u>Mrs G Briggs had historically been the Chair of this Committee and agreed to act as his mentor.</u> <u>The Chair will send Mr M Jackson's email address to Mrs G Briggs.</u></p> <p>The Chair advised Mrs G Toms there was another space on the Sites and Buildings Committee. She agreed to fill this remaining space. She had also expressed an interest in taking up the role of SEND Governor. <u>With this in mind, the SENCO had agreed to act as her mentor.</u> <u>The SENCO will duly contact the new SEND linked Governor.</u></p> <p><u>The Clerk will update the Committee List accordingly, as well as the Schedule of Governing Body Details, the Pecuniary Interests Register and Governor Hub.</u> <u>She will also provide the new Governors access to the Hub, the Key and details of the password to the school's website.</u></p> <p><u>4.c Re-appointment of Foundation Governor.</u> The Clerk advised that the re-appointment of a Foundation Governor had now been completed.</p> <p><u>4.d Remind Committees to elect Chairs and Vice-Chairs and review Terms of Reference.</u> The Chair advised the Finance Committee had met on 22.9.2020. The existing Chair had been re-elected. The Vice-Chair of the FGB had been elected Vice-Chair of the Finance Committee as the previous Vice-Chair was no longer a serving Governor. The Terms of Reference had been reviewed and no changes were made. <u>The appointments as detailed above and Terms of Reference were duly ratified.</u></p>	<p>Clerk (GT)</p> <p>SD JL</p> <p>GB JL</p> <p>GT</p> <p>KC KC</p> <p>C</p> <p>Clerk</p> <p>DMK</p>
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<p><u>The Chair reminded the Sites and Buildings and Staffing Committees to elect their Chairs, Vice-Chairs and review their Terms of Reference at their next Meetings in November.</u></p> <p>The Chair advised all future Governing Body Meetings will be held via Zoom until further notice-at least until the end of this year.</p> <p><u>4.e Any Governor interested in standing as Vice-Chair.</u> The existing Vice-Chair had agreed to continue in Office and had duly been re-elected. He was conscious however, that this post was intended to offer Governors a chance to experience leadership ahead of standing for election to the post of Chair. If any other Governors therefore wished to serve as Vice-Chair he indicated he is happy to stand down.</p> <p>On another note he suggested the Governing Body write to those Parent Governors and one Foundation Governor who had left thanking them for their service.</p>	Clerk
<p><u>The Chair agreed to do so.</u></p> <p><u>4.f Review Attendance at Meetings last academic year.</u> The Chair advised this information has to be published on the school's website every year. She checked the Schedule produced over the summer and had no comments to make. <u>She asked all Governors to please contact her or the Clerk if they are unable to attend a Meeting. It is important Meetings are quorate so this would be helpful.</u></p>	Clerk Govs
<p><u>4.g Remind Data, Foundation and SEND Governors to arrange their termly Meetings.</u> <u>The Clerk will contact the Data Governor regarding a suitable time to meet with the Headteacher to review the data.</u> <u>The Foundation and SEND Governors were asked to make contact with the Headteacher and SENCO respectively to arrange mutually convenient times to meet.</u></p>	Clerk GL, DMK, GT & AG & KC
<p><u>4.h Approval of Annual Report Statement for placing on the website.</u> The Governor responsible for producing this advised he needed to meet with the Headteacher to produce this and the latter had had other priorities so far this term. <u>He will meet with him after half-term and then draft the Statement.</u> <u>The Clerk will list this on the Agenda for the next FGB Meeting.</u></p>	CT & AG Clerk
<p><u>4.i Governor Monitoring Programme-plan for visits.</u> Q: A Governor asked the Headteacher if he had any thoughts about Governors visiting the school. A: He advised all Governing Body Meetings will take place via Zoom this term. The safety of pupils and staff is his top priority and he would therefore prefer to limit visits on site as much as possible.</p>	

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	<p>She has today emailed the Headteacher to raise the issue of how she can effectively carry out her duties whilst ensuring social distancing. She is conscious that the Single Central Register does need to be checked termly.</p> <p><i>She explained to other Governors that experience of working with the Headteacher and his Deputy has given her the confidence to trust that all Safeguarding requirements are more than met. Thus she is not in school as often as some Safeguarding Governors.</i></p> <p>The Headteacher advised the Office Manager does not work on a Wednesday so her desk is clear.</p> <p><u>The Safeguarding Governor agreed to check her diary.</u></p> <p>She also shared with the new Governors the fact that she regularly attends Safeguarding Governors Forum Meetings. These are most helpful. The next one due is 20th October.</p> <p>Overall, she prefers to adopt a light touch in carrying out her duties as Safeguarding Governor and trust the Headteacher and his Deputy to contact her as necessary.</p> <p><u>She agreed to report back to Governors at the next FGB Meeting after the Forum has next met.</u></p> <p>The Headteacher informed Governors that Ofsted are visiting schools this term to check on how they are enforcing social distancing. One of the first items they will check is whether the Single Central Register is up to date. He advised the school has four new members of staff and that the Register is up to date in this regard.</p>	<p>GB</p> <p>Clerk/GB</p>
9.	<p>Curriculum Updates (Standard Agenda Item).</p> <p>The Headteacher said he is in the process of looking at the catch-up curriculum. The priority at the start of the term was to ensure that pupils were able to socialise and work together effectively in their bubbles. Pupils have been at home for 6 months and their well-being on their return to school has been the key focus. Therefore for the first few weeks of term staff concentrated on the emotional health and well-being of pupils. Teachers have now completed their initial assessments of pupils and over the next few weeks will review this data. Then the school will be able to prioritise those pupils who need the most help.</p> <p><i>Q: A Governor asked if there have been any changes to the curriculum Governors need to be aware of.</i></p> <p><i>A: The Headteacher informed Governors the school is spending a greater proportion of the Primary Sports Premium Grant on coaching; Sports Extra are now delivering dance lessons to every pupil.</i></p> <p><i>A teacher is also continuing to deliver music tuition to pupils. She is ensuring social distancing is being maintained by instructing pupils in class groups rather than across classes or the whole school.</i></p> <p><i>The Headteacher added the work is still topic based but COVID 19 has limited what can be done.</i></p> <p><i>Q: Prior to Ofsted Governors had started to prepare for the next Ofsted Visit. Governors had been linked to core and non-core subjects. This topic needs to be revisited.</i></p>	

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	<p>A: The Headteacher said staff development in this regard is ongoing.</p> <p>Q: The Governor noted that it is challenging for linked Governors to liaise with teachers at present given the demands on teachers' time and the need to maintain social distancing.</p> <p><i>She will give some thought as to how Governors can develop their knowledge of how their respective linked subjects are taught.</i></p> <p><i>She asked the Clerk to list this as an Agenda Item on the next FGB Meeting.</i></p> <p>Q: Another Governor asked when Ofsted are due.</p> <p>A: The Headteacher said friendly visits are already taking place. However, no ratings will be given nor Reports written. The earliest that Ofsted will visit the school in the normal way he predicts is Spring of 2022.</p> <p><i>The Clerk will check who was linked to what core and non-core subject and share this information with the Chair.</i></p>	<p>JL</p> <p>Clerk</p> <p>Clerk</p>
<p>10.</p>	<p>Headteacher's Verbal Report.</p> <p><u>10.a Update on start of term including pupil numbers.</u></p> <p>The Headteacher reported the risk assessment has been carried out and sent to County. It has also been shared with staff and Governors.</p> <p>There are three bubbles, the Infants, Lower Juniors and Upper Juniors. Classes are still kept separate as far as possible. Each eats lunch at designated times on specific tables and at break times each class plays in the same location each day.</p> <p>There are 213 pupil on roll. Census day was last Thursday with 132 pupils eating a hot school meal. This represented a very positive response from parents and will certainly boost the funding generated.</p> <p><u>10.b New staff.</u></p> <p>There are four new members of staff. There is a new teacher in year 4 and 3 new LSAs. There is one HLTA in year 6 who is very experienced. There is another new TA supporting year 1. There is another TA working in the mornings in year 4 as well as covering lunchtimes. The TA originally recruited to work in year 3 received an unexpected opportunity which she decided to take up. The school was extremely fortunate to be able to recruit a TA who had previously worked for the school.</p> <p><u>10.c Catch-up Premium.</u></p> <p>The catch-up premium was paid to the Local Authority on 30th September. It will be £80 per pupil payable in 3 tranches. It can also be carried forward to future financial years.</p> <p>The SLT are shortly to commence discussing the data and deciding how best this funding can be used to narrow the gaps identified and positively impact pupils.</p> <p>The process of helping pupils to catch-up will start after half-term.</p> <p><u>10.d Targets for 2020-2021 (performance and attendance).</u></p> <p>With regards to the targets for this academic year, the Headteacher said the data up to the end of March has been shared with staff.</p>	

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<p>The school is not in a position to set targets for Phonics in year R or at the end of year 2 or for the year 6 SATS. Attendance is good, in the early 90s. Absence data is submitted to the DfE daily and County weekly.</p> <p>There are a few pupils who are not in school because of COVID 19 (those absent are awaiting test results); the school is supporting these families. No positive cases have been diagnosed.</p> <p>Q: A Governor asked if the Headteacher has seen any increase in anxiety amongst pupils since their return. Is it affecting their ability to learn?</p> <p>A: The Headteacher said pupils and parents have been sharing their concerns. Some parents have reported pupils are finding it difficult not being able to mix outside of their bubbles.</p> <p>From the start of term teachers have focused on providing 1:1 and group support for those pupils that have needed it.</p> <p>Q: Another Governor asked when the Headteacher will have the plan ready on how to spend the catch-up premium.</p> <p>A: He replied by the end of this half-term. The school may employ a teacher known to the school to deliver booster groups as needed. Once the whole school assessment has been completed teachers will know which pupils have fallen behind.</p> <p>Q: A different Governor asked if the school is accessing the Health and Well Being Support for staff available through West Berkshire Council.</p> <p>A: The Headteacher said not at present. Staff at the school are very supportive of each other.</p> <p><u>The Governor offered her assistance with accessing the relevant facilities available through West Berkshire if the Headteacher decided he wished to do so.</u></p> <p>Q: Another Governor asked if there is anything Governors can do to help.</p> <p>A: The Headteacher said in recent years staff have undergone extensive training and are in a strong position to be able to help pupils and support each other.</p> <p>Q: Has the Headteacher had the opportunity to talk with parents to obtain feedback as to how they perceive the school has been operating this term.</p> <p>A: He reported no complaints. He has had questions about procedures in place which he has answered.</p> <p>Q: If the school had a COVID positive case what would it do if pupils had to self-isolate.</p> <p>A: Legally the school has to provide remote learning. He is currently putting in place plans and is providing teachers training on how to prepare and deliver video support to pupils. The website and teachers will also be able to direct parents to the exact resources appropriate. The Secretary of State for Education has advised he does not expect teachers to double work.</p> <p>If a class is sent home at short notice, the morning would be spent getting the basic information ready and ensuring appropriate plans are in place. The afternoons would be used for teachers to assess work.</p> <p>Q: A Governor recalled the Headteacher said there are pupils still self-isolating. Are these pupils being supported currently?</p>	<p>CJD</p>
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<p>A: The Headteacher said the school have been in touch with these families.</p> <p>Q: This Governor noted that these pupils' gaps will widen even further.</p> <p>A: The Headteacher agreed.</p> <p>Q: Another Governor asked how the school is monitoring attendance with regards to COVID 19.</p> <p>A: Every week's data is recorded on SIMS and sent to County. Every day the DfE is emailed details of the absence data for the day.</p> <p>Q: A Governor asked if there is help available for the staff who are working under considerable pressure at present.</p> <p>A: The Headteacher said BSM staff are very good at supporting each other. He is also using the Primary Sports Premium Grant to pay for additional coaching; now each pupil receives a Dance lesson once a week thus freeing up staff.</p> <p>Q: A different Governor asked if the school has any technical needs ahead of a partial or complete lockdown.</p> <p>A: Each teacher now has a laptop. The school has to also ensure Phonics can be taught at home if necessary. One Item the school will need is microphones with a headphone attachment.</p> <p><i><u>This Governor may be able to source a supply. She will come back to the Headteacher.</u></i></p> <p>The Headteacher expanded he is a member of numerous What's App Groups all of whom share advice and offer support.</p> <p>Q: Another Governor asked if the Headteacher feels he has enough support.</p> <p>A: He said yes referring to the various What's App Groups he is a member of as well as being able to draw on the skills and resources of his colleagues.</p> <p><u>10.e SEND Update.</u></p> <p>The SENCO delivered this Update. Pupils are doing well and seem to have a positive attitude. Staff worked hard in the summer to prepare them for their return. The necessary changes to the normal routines have required pupils to adapt.</p> <p>A new pupil started who has specific needs. Funding will be available.</p> <p>There are 3 pupils on roll who have EHCPs. The school is reapplying for one.</p> <p>The school has worked hard on pupils' mental health and well-being and have shared resources with parents and pupils. The EP Service have provided good quality materials which have also been passed on to parents.</p> <p>BSM's school values mean that appropriate strategies are already in place. Pupils are able to cope with change; teachers have done an amazing job.</p>	DMK
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	<p>West Berkshire Council have provided varying levels of assistance. She is currently trying to organise 2 socially distanced EP Meetings. Speech and Language have provided help via the telephone.</p> <p>Some Departments do seem to be suffering from staff shortage which are impacting the services they can provide.</p> <p>It has proved challenging keeping in touch with parents. Teachers are missing being able to have regular conversations with parents. She is trying to hold Zoom Meetings or have socially distanced conversations with parents of pupils who are struggling.</p> <p>Q: A Governor asked if the SENCO feels supported, bearing as she does the brunt of the burden of pupils and parents who are struggling.</p> <p>A: The staff at BSM are very close with the Chair of Governors also there offering any assistance she can provide.</p> <p>Q: Another Governor asked how year R have settled bearing in mind the lack of a normal transition process.</p> <p>A: They have settled well. The decision to split them into two groups at the start of term proved successful. The first two weeks was spent reassuring and coaching them and now all seem excited to be in school and are very enthusiastic.</p> <p>Q: Will the school offer a new parents Information Evening in some format as in previous years.</p> <p>A: The Headteacher said teachers are at present focusing on putting in place their remote learning plans. After half-term he will look at organising an online video delivering the content of previous years new parents Information Evenings.</p> <p>He added an online video in support of admission enquiries is also now on the website.</p>	
11.	<p>PPG Report. <u>This Item will be carried forward to the next FGB Meeting.</u></p>	Clerk
12.	<p>Sports Premium Report-Approval of. This had been discussed and approved by the Finance Committee and had been published on the website. Governors had no further questions. <u>The Sports Premium Report was duly ratified by the FGB.</u></p>	
13.	<p>Analysis of Parent Questionnaire. The data analysed by the Data linked Governor was on the website. In summary, key points for action appear to be concerns about communications and access to child's progress. The overall number of individuals with concerns is low. Some good progress has been made regarding knowing who Governors are and what they do; however 17 individuals did not know or disagreed. There are still concerns regarding homework. A Governor commented the Governing Body has worked hard to improve communication with parents. More use is made of the website with all years' groups now displaying the preview to learning. She looked forward to obtaining parents views post COVID 19.</p>	

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	<u>This Item will also be carried forward to the next FGB Meeting.</u>	Clerk
	<u>The Clerk will update the Policies Review Cycle.</u>	Clerk
15	Approval of INSET Days for the remainder of the academic year. The Headteacher said 2 were used at the start of the term and were approved at the last FGB Meeting. All future INSET days will be used at the Headteacher's discretion. <u>Governors agreed the Headteacher could set them as and when he wished.</u>	
16.	Any Other Business. <u>16.a Sealyham.</u> Q: A Governor asked if there was anything further to report. A: The Headteacher advised Sealyham should be able to refund the deposits paid. The school has also booked a provision date of 7 th June for next year. BSM is currently awaiting costings. Q: How will the trip be financed? A: Parents will not be asked to pay until the spring term. The school will also use the Sports Premium to reduce the overall cost and will hopefully be fortunate enough to receive donations as in previous years from local charities.	
	Part I of the Meeting closed at 9.11 pm	

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

Date of next Sites and Buildings Committee Meeting: Is 20th November at 9.15 am.

Date of next Staffing Committee Meeting: Is 10th November at 9.15 am.

Date of next FGB Meeting: Is 30th November 2020.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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