

**NON-CONFIDENTIAL MINUTES**  
**OF VIRTUAL FULL GOVERNING BODY MEETING**  
**BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL**  
Monday 23<sup>rd</sup> May 2022

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Chair for this Meeting:	Colin Thompson (CT)
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), Paul Hampton (PH), Matthew Jackson (MJ), Ruth Leuillette (RL), 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.& 2.	<p><b>Welcome, Apologies and Opening Prayer.</b>  The Vice-Chair welcomed everyone to the Meeting. Mrs J Lambdon, Rev G Lautenbach and Mrs C Jackson-Doerge had previously sent their apologies which the Governing Body accepted. A Foundation Governor led the Meeting in the opening prayer</p>	
3.	<p><b>Declaration of Pecuniary Interests.</b>  There were no pecuniary interests to declare.</p> <p><u>3.a Conflicts of Interest in any Agenda Item.</u>  There were no conflicts of interest in any Agenda Item declared.</p>	
4.	<p><b>Governing Body Matters.</b>  <u>4.a Remind Assessment, Foundation and SEND Governors to arrange their termly Meetings.</u>  The Assessment Governor confirmed she had met with the Headteacher on 28<sup>th</sup> April. She had identified no major areas of concern. Together they reviewed Ofsted's new focus on the curriculum.  The Headteacher added Ofsted are no longer interested in internal performance data, rather the end result.  The Assessment Governor reassured the Meeting that Markbooks are still reviewed and kept up to date with progress measured as well as the impact of the Catch-Up Intervention led by Mrs H Skantos.  <b><u>She will forward her Report to the Clerk to share with Governors.</u></b></p> <p>The Foundation Governor presented confirmed the date of their Meeting for this term is in the diary.</p>	<p>RL</p> <p>GL &amp; DMK</p>

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	<p>The SEND Governor advised she had met with the SENDCO on 16.3.2022. They had considered the impact of support and interventions and how to evidence this.</p> <p>The SEND Governor had attended the latest SENDCO Briefing with the SEND Governor and SENDCO both also participating in SEND Governors' training.</p> <p>The SEND Policy and Information Report had both been reviewed and minor changes made.</p> <p><b><u>She will forward her Report to the Clerk to share with Governors.</u></b></p> <p><b><u>4.b Proposed Annual Calendar of Meetings for 2022-2023.</u></b></p> <p>This was on Governor Hub.</p> <p>The proposal was for the Staffing Committee Meetings to be absorbed into Finance Committee Meetings with one Governor from the former to join the latter.</p> <p>Q: A Governor said she thought the remit of both to be quite different.</p> <p>A: The Headteacher said 78% of the Budget is spent on Staffing. Discussions that originate at Staffing Committee Meetings then take place again in Finance Committee Meetings.</p> <p>The Deputy Headteacher said one issue discussed at Staffing that does not appear on Agendas for the Finance Committee Meetings is Mental Health and Well-Being.</p> <p>Q: Another Governor said current thinking is to hold less Committees and more FGBS more frequently. Governors could set a target number of Meetings to be held.</p> <p>A: A Governor on the Finance Committee said though Staffing represents 78% of Budget it does not take up the same percentage of Meetings.</p> <p>A different Governor added the Finance Committee does have other statutory responsibilities that take up a significant proportion of its time. Also, given the current political climate and rising costs it is critical that the focus of the Committee is maintained.</p> <p>A Governor felt the skill set of Governors attending Staffing and Finance Committees to be quite different.</p> <p>Q: Another Governor asked if attendance was an issue.</p> <p>A: The Headteacher said it had not been. It was purely a point to be discussed.</p> <p>Q: A Governor said the extra work that came with been linked to subjects was more likely to be an issue than attendance at Meetings.</p> <p>Q: A Governor asked if any Governor had complained about the work expected of them.</p> <p>A: The Headteacher said none had.</p> <p><b><u>A Governor suggested the Clerk check the Terms of Reference to see if the Finance Committee can absorb the Staffing Committee and will also share them with Governors ahead of the next FGB Meeting.</u></b></p> <p>Q: A Governor suggested Staffing Meetings could be shorter if the Meetings were more focused.</p> <p><b><u>A: Governors agreed to carry forward this Item to the next FGB Meeting so they had time to consider their thoughts.</u></b></p>	<p>GT</p> <p>Clerk</p> <p>Clerk</p>
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	<p><u>4.d Governor End Dates.</u> The following Co-opted Governors End Dates are due 30<sup>th</sup> September. Geri Briggs Steve Dunham Colin Thompson They all indicated they wished to continue to serve BSM. Mr C Thompson stated that whilst he is happy to continue he cannot commit to four years, but will complete the academic year that covers the Ofsted inspection. <b><u>The Governing Body voted unanimously to co-opt them for a further 4 years.</u></b> <b><u>The Clerk will amend all Governing Body records accordingly.</u></b></p> <p>Karen Carmichael's term of office is due to end on 30<sup>th</sup> September. <b><u>As she is the Staff Governor, an election will have to take place.</u></b> <b><u>If no other members of Staff are interested, she will be re-appointed.</u></b></p> <p><u>4.c Succession Planning.</u> Colin Thompson indicated he will remain as a Governor pending BSM's anticipated Ofsted visit. He will not seek re-election to the post of Vice-Chair however. He asked the other Governors to consider ahead of the next FGB Meeting at which the election of officers is due to take place whether they wish to stand. Also, he is current the Governor linked to PPG. Another Governor will also need to take on responsibility for this group of pupils. <b><u>The Clerk will list both these posts/roles on the Agenda for the next FGB Meeting.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
5.	<p><b>Minutes of the Full Governing Body Meeting held on 27th April 2022 and Action Log.</b> Governors agreed the Minutes of the last Full Governing Body Meeting held on 27<sup>th</sup> April 2022 were otherwise a true and accurate record of the Meeting and could be signed once the above amendment has been made. <b><u>The Chair will sign the Minutes when she is next in school.</u></b> <b><u>The Clerk will then file them.</u></b></p> <p>The Headteacher said he is not sure as yet if the DfE will be paying the Sports Premium this year. It is not due to end until July. He expanded the school has been unable to renew its contract with Sports Extra pending this news. Currently therefore the Coaching Contract is being paid on a monthly basis.</p>	<p>JL Clerk</p>
6.	<p><b>Matters Arising (Refer to Action Log).</b> An Action Log for the Full Governing Body Meeting held on 27<sup>th</sup> April 2022 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. The Chair said most actions had either been completed or were listed on this Agenda.</p>	

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	<p><b><u>The Headteacher urged Governors to contact their Subject Leader if they they had not already done so.</u></b></p> <p>Q: A Governor asked the Clerk to resend the list of Subject Leaders with their email addresses.</p> <p>Q: Another Governor noted the email address(es) for the Subject Leader was incorrect.</p> <p><b><u>A: The Clerk will check this List again and recirculate it to all Governors.</u></b></p>	Govs  Clerk
7.	<p><b>Health and Safety Update (Standard Agenda Item).</b></p> <p>The Headteacher reported the only new matter to be noted is that there has been an outbreak of Japanese Knotweed on site. He has contacted the LA.</p> <p>ROSPA have been in this week to check the Gymnasium and outdoor play equipment. Their Report is to follow.</p>	
8.	<p><b>Safeguarding Update (Standard Agenda Item).</b></p> <p>The Safeguarding Governor advised the latest version of the statutory guidance KCSIE 2022 has been released.</p> <p>The Headteacher has sent it to the Clerk to post on Governor Hub and share with Governors. At the end of the guidance is a summary of the main changes.</p> <p><b><u>He asked Governors to read Parts 1 and II and to confirm to the Clerk when they had done so.</u></b></p> <p>The Safeguarding linked Governor said the next Forum Meeting is in 3 weeks' time.</p> <p><b><u>She will also arrange to visit and check the SCR later this term.</u></b></p> <p><b><u>The Headteacher advised the school is purchasing CPOMS. This is an online Safeguarding Management Tool. The data is currently being transferred.</u></b></p> <p><b><u>The Safeguarding Governor will receive a briefing on this when she next visits.</u></b></p>	Govs  GBr  AG/GBr
9.	<p><b>Headteacher's Verbal Report.</b></p> <p><b><u>9.a Staff Mental Health and Well-Being.</u></b></p> <p>The Headteacher reported staff are well and looking forward to half-term. The Deputy Headteacher said she and the Chair have scheduled Meetings to check in with the Support Staff.</p> <p><b><u>9.b Predicted SATS Results.</u></b></p> <p>The Headteacher said the KS2 SATS took place last week. The strict security/arrangements surrounding the test were followed carefully with the Headteacher having submitted the relevant Declaration.</p> <p>KS1 SATS are being sat this week.</p>	

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<p>The year 1 Phonics papers are triple locked in his Office. He has been advised there will be a visitor who will check this and observe the tests are administered as appropriate. The year 1 class teacher will be supported by a colleague.</p> <p><b>Q: A Governor asked when the results are due.</b></p> <p><b>A: The KS2 results will be available 5<sup>th</sup> July. The next FGB has been scheduled for the following week so the data can be reviewed.</b></p> <p><u>9.c Governor Visits.</u></p> <p>The Chair accompanied the school on the whole school trip to Marwell Zoo.</p> <p>She also participated in the interviews for the new class teacher several weeks ago.</p> <p>She has also visited her linked teacher and has a second visit arranged.</p> <p><b><i><u>She is in the process of writing Visit Reports which she will forward to the Clerk.</u></i></b></p> <p><b><i><u>She will also attend the new Parents Information Evening on 24<sup>th</sup> May as the Governors' representative.</u></i></b></p> <p>Another Governor visited the SENDCO and her linked teacher.</p> <p><b>Q: She noted that handwriting was listed as an action in the SEF. Is this covered by the Talk for Writing program?</b></p> <p><b>A: The Deputy Headteacher said the school has introduced a new handwriting scheme.</b></p> <p><b><i><u>She suggested it might be appropriate to investigate this further and assess any impact that can be evidenced.</u></i></b></p> <p>Another Governor visited his linked teacher.</p> <p><u>9.d Transition.</u></p> <p>The Headteacher said year 6 are due to visit the Willink on 30<sup>th</sup> June and 1<sup>st</sup> July.</p> <p>Last week Peer Mentors from the latter visited year 6.</p> <p>On 30<sup>th</sup> June the school's internal transition sessions are taking place.</p> <p>The newly appointed teacher will be joining her colleagues on these days.</p> <p>For those pupils not transferring to the Willink the year 6 teacher is holding online Transition Meetings.</p> <p><b>Q: A Governor asked what proportion of pupils are not starting year 7 at the Willink.</b></p> <p><b>A: Just two. One is moving out of the area and the other moving to a school closer to home.</b></p> <p><u>9.e Other Matters.</u></p> <p>The Headteacher said members of the SLT took part in an online session with a former Headteacher of a West Berkshire school who is now an Ofsted Inspector.</p> <p>During this Meeting he advised Ofsted's focus during its latest tranche of Visits.</p> <p>This will give BSM the areas it needs to focus on.</p>	<p>JL</p> <p>JL</p> <p>GT</p> <p>GT</p> <p>CT</p>
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10.	<p><b>GDPR Update.</b> The Headteacher advised there is nothing to report.</p>	
11.	<p><b>Policies.</b> These were all on Governor Hub prior to this Meeting.</p> <p><u>11.a Publication of Information online regarding Public Sector Duty Equality.</u> <b><i><u>The Clerk will ensure the correct information is available on the website.</u></i></b></p> <p><u>11.a Complaints Policy.</u> <b>Q: A Governor asked the Clerk to include wording to the effect that the Investigating Officer can appoint another appropriate Governor to assist him/her in his/her investigations.</b> <b><i><u>Governors agreed to ratify the Complaints Policy providing this change is made.</u></i></b> <b><i><u>The Clerk will update the Control Document, change the dates and ensure and relevant Policy is posted on the website.</u></i></b></p> <p><u>11.b LAC and Post LAC and Staff Discipline and Grievance Policies.</u> These were due for review as part of the Annual Review Cycle. No changes were required. <b><i><u>Governors again agreed to ratify these Policies.</u></i></b> <b><i><u>The Clerk will update the Control Document, change the dates and ensure and relevant Policy is posted on the website.</u></i></b></p> <p><u>11.c SEND Policy and Information Report.</u> The words NQT teacher had been replaced by ECT. The SEND linked Governor had reformatted both. The SENDCo had also reviewed them. <b><i><u>Governors agreed to ratify the above.</u></i></b> <b><i><u>The Clerk will update the Control Document, change the dates and ensure and relevant Policy is posted on the website.</u></i></b></p> <p><b><i><u>The Clerk will also update the Policies Review Cycle.</u></i></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
12.	<p><b>Training.</b> <u>12.a Training Undertaken.</u> Please see Item 4.a page 2. A Governor has also attended training on Legionella and Asbestos. <b><i><u>The Clerk will update her records accordingly.</u></i></b></p> <p><b><i><u>Another Governor attended the Space Makers course offered by the Diocese.</u></i></b> <b><i><u>She will report back at her Meeting with the Headteacher.</u></i></b></p> <p><u>12.b Governing Body Self-Evaluation.</u> The Chair is in the process of completing this. <b><i><u>This Item will be carried forward to the next FGB Meeting.</u></i></b></p>	<p>Clerk</p> <p>DMK</p> <p>Clerk</p>

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13.	<b>Any Other Business.</b> There were no Items of any other business.	
	Part I of the Meeting closed at 8.20 pm	

**Date of next FGB Meeting:** Is 11<sup>th</sup> July 2022.

**Date of next Finance Committee Meeting:** Is 21<sup>st</sup> June 2022 at 9.30 am.

**Date of next Sites and Buildings Committee Meeting:** Is 1<sup>st</sup> July 2022 at 9.15 am.

**Date of next Staffing Committee Meeting:** Is 7<sup>th</sup> June 2022 at 9.15 am.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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