

NON-CONFIDENTIAL MINUTES
OF VIRTUAL FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 24th January 2022

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), Paul Hampton (PH), Matthew Jackson (MJ), Carol Jackson-Doerge (CJD) (Joined Item 8 at 7.45 pm), Joanne Lambdon (JL), Rev Glynn Lautenbach (GL), Deborah Marsden-Kwan (DMK), Ruth Leuillette (RL), Colin Thompson (CT), Gemma Toms (GT).
In attendance:	Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<p>Welcome, Apologies and Opening Prayer. The Chair welcomed everyone to the first Meeting of this calendar year. Mrs C Jackson-Doerge had indicated she would be late. Mr D Godwin had previously sent his apologies which the Governing Body accepted. A Foundation Governor led the Meeting in the opening prayer</p>	
2.	<p>Declaration of Pecuniary Interests. The Clerk advised all such Forms had now been completed. No new pecuniary interests were declared at this Meeting. The Chair advised she was no longer the Operations and People Director at the Oaks and now has no affiliation with them. <u>The Clerk will amend the Register accordingly and update the website.</u></p> <p><u>2.a Conflicts of Interest in any Agenda Item.</u> There were no conflicts of interest in any Agenda Item declared.</p>	Clerk
3.	<p>Presentation by Barbara Hunter from SIP Team on how Governors can support the Curriculum. Mrs B Hunter had sent her apologies as she was unable to attend the Meeting this evening. <u>The Chair advised this presentation is in the process of being rescheduled.</u> Q: A Governor said the plan had been for Governors to email the teacher responsible for the subject Governors were linked to after this Meeting. A: <u>The Headteacher suggested this wait until Barbara Hunter was able to present to Governors.</u></p>	JL/AG Govs

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.

4.	<p>Governing Body Matters.</p> <p><u>4.a Remind Foundation, Assessment and SEND Governors to arrange their termly Meetings.</u> <u>The Foundation Governors and Assessment Governor agreed to arrange a date to visit school and meet with the Headteacher.</u> <u>The SEND linked Governor has a Meeting arranged for 16th March.</u></p> <p><u>4.b Annual Statement 2021-Final Approval.</u> The Clerk advised this is now on the website. <u>Governors duly ratified this final version.</u></p> <p><u>4.c Date of next Sites and Buildings Committee Meeting.</u> The Clerk advised she had emailed all Governors on this Committee the week before last. The Headteacher said he would prefer a Meeting to take place prior to the end of this half-term. <u>Governors agreed the next Meeting would be held on 4th March 2022 at 9.15 am.</u></p>	Clerk GT/KC
5.	<p>Minutes of the Full Governing Body Meeting held on 29th November 2021 and Action Log.</p> <p><u>Minutes of the Full Governing Body Meeting held on 29th November 2021.</u></p> <p>Q: A Governor asked in the section on Safeguarding that it be made clear that she completed the Single Central Register check in conjunction with the Headteacher and not alone.</p> <p>A: The Clerk agreed to do so.</p> <p><u>Governors agreed the Minutes were otherwise a true and accurate record of the Meeting and could be signed once the above amendment has been made.</u></p> <p><u>The Chair will sign the Minutes when she is next in school.</u></p> <p><u>The Clerk will then file them.</u></p>	JL Clerk
6.	<p>Matters Arising (Refer to Action Log).</p> <p>An Action Log for the Full Governing Body Meeting held on 29th November 2021 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><u>The Clerk will check the Action Log and action any outstanding matters or contact the Governor allocated to that task.</u></p>	Clerk
7.	<p>Health and Safety Update (Standard Agenda Item).</p> <p>The Headteacher advised there is no new date as yet for the Health and Safety Audit which is to be rescheduled from 23rd March.</p> <p>The Headteacher reported there is a shortage of staff at West Berkshire and they have other priorities at present.</p> <p><u>It was agreed this Item be removed from the Agenda therefore.</u></p> <p>The Headteacher advised the roof of the Foundation area needs replacing. The school is currently following due process in this regard; it is hoped the roof will be replaced by Easter.</p>	Clerk

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.

	<p>A number of children and 2 members of staff have been off with COVID 19. The total number of absentees is less than 10. This is a very low level compared to other local schools.</p> <p>As from Thursday the Government has decreed masks are no longer compulsory. Therefore, parents will be informed wearing masks when picking up their children from school is now voluntary. However, parents entering the school will be asked to wear masks.</p> <p>Immediately prior to Christmas the school took receipt of 2000 face masks. 1000 have been redistributed to the wider community on a needs basis.</p> <p>Once the rates of COVID 19 have decreased the school will reassess the need to continue to work within bubbles.</p> <p>It is challenging for the After School Club to operate this system and frustrating for pupils who cannot mix with other year groups.</p> <p>Q: A Governor asked if, once COVID 19 rates have declined, a phased reduction in the bubble system will be implemented.</p> <p>A: The Headteacher said yes. Several year groups will be allowed to mix, for e.g. years 1 and 2. However, COVID 19 rates need to be zero before this can start to happen.</p> <p>Q: How are staff feeling?</p> <p>A: The Headteacher said they are disillusioned and tired.</p>	
8.	<p>Safeguarding Update (Standard Agenda Item).</p> <p>The Safeguarding Governor advised she had just sent the Report from the last Meeting to the Clerk.</p> <p><u>The Clerk agreed to share it with Governors as soon as possible.</u></p> <p>The Safeguarding Governors Forum Meeting met after the last FGB Meeting. The only item of significance was the need for an Intimate Care Policy.</p> <p><u>The Headteacher said he has a draft from another school which will act as the template for BSM's policy. He will ensure it is ready in time for approval at the next FGB Meeting.</u></p> <p>Q: Another issue that had been raised was the need for a Volunteers Policy.</p> <p>She asked if BSM had one.</p> <p>A: The Headteacher said not specifically. The school had no regular volunteers visiting.</p> <p>The Safeguarding Governor said advice from GS was that schools should not be complacent in this regard.</p> <p><u>She agreed to check when she next Visits to review the Single Central Register.</u></p> <p>She expanded a Policy should be in place even if volunteers visit on a one-off basis. Risk Assessments should also be in place.</p> <p><u>The Headteacher indicated he does have a draft Policy. He agreed to ensure it is ready ahead of the next FGB Meeting in March.</u></p>	<p>AG</p> <p>G Br</p> <p>AG</p>

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.

9.	<p>Headteacher's Verbal Report.</p> <p><u>9.a. Update on start of term.</u></p> <p>The Headteacher advised the Catch-Up Plan is ongoing. He explained pupils are behind as a result of the Pandemic and the impact of the various Lockdowns.</p> <p>It is hoped the Government will review the expectations with regards to pupils ARE as these are unrealistic as a result of the above.</p> <p>Helen Skantos continues to teach selected groups of pupils in the Staff Room. Last term she taught groups from year 3, this term pupils from years 2 and 6 are attending her sessions. She is focusing on Reading, Writing and Maths.</p> <p>Q: A Governor asked how many pupils are receiving this additional support.</p> <p>A: The Headteacher replied 5-8 pupils, approximately 50% of year 6. There are 2 groups for Maths and English. Some attend both some just one. Tuesdays, Wednesdays, Thursdays and Friday afternoons Helen Skantos teaches year 6 and Friday mornings' year 2.</p> <p>There have been no significant behavioural issues since the start of this term. It has been quiet.</p> <p><u>9.b Review ASP Data.</u></p> <p>The Headteacher advised no up to date data was available. The DfE is still using data from 2019 in the IDSR guide.</p> <p><u>9.c Monitor progress against targets.</u></p> <p>The Headteacher said targets have been set and these are being monitored.</p> <p>The school is focusing on those pupils not at the bottom of the curve but on those just below in an effort to ensure they reach ARE by the end of the academic year.</p> <p><u>9.d SEND Update.</u></p> <p>The SENCO delivered this update.</p> <p>On the whole SEND pupils are doing well. She has seen an increase in the number of referrals made as a result of significant gaps in pupils' knowledge and skill sets.</p> <p>There are a significant number of training course coming up.</p> <p><u>9.e Personnel Report.</u></p> <p>The school is currently fully staffed. No LSAs or teachers are currently off with COVID 19.</p> <p>There is one LSA who wishes to train as an HLTA.</p> <p>The new Business Manager started on 10th January. She is making the role her own and attempting to reduce the level of paperwork involved. She has fitted in well.</p>	
----	---	--

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.

	<p><u>9.f Other Matters.</u> The Headteacher advised year 5 are currently having swimming lessons. The course will last 10 weeks. In the summer, it is hoped year 6 will have 7 swimming lessons at the Willink.</p> <p>Q: A Governor asked what the national curriculum states regarding the provision of swimming lessons.</p> <p>A: The Headteacher said it lists only 3 targets, the main one of which is to be able to swim 25 metres at the end of KS2. Lifesaving skills are also delivered during these lessons.</p>	
10.	<p>Progress against SDP. The Headteacher said there is nothing to report since the last FGB Meeting.</p>	
11.	<p>Policies. <u>11.a Critical Incident Plan, GDPR Policy, Whistle Blowing Policy and Equality Information and Objectives.</u> These are all due as part of the Annual Review Cycle. The Headteacher advised no changes need to be made.</p> <p>Q: A Governor noted that with regards to the Whistle Blowing Policy, there is no front page with the main body of the Policy not having been formatted as others are.</p> <p>A: The Clerk will action this. <u>Another Governor offered to proof read these Policies.</u> <u>The Clerk agreed to contact her accordingly.</u></p> <p><u>Governors agreed to ratify these Policies once the above change to the Whistle Blowing Policy had been made and any other amendments suggested by the above Governor carried out.</u> <u>The Clerk will update the Policies Review Cycle.</u></p>	<p>Clerk GT Clerk</p> <p>Clerk</p>
12.	<p>Training. <u>A Governor attended the Safeguarding Governors Forum last term.</u> <u>She has booked her place on the next two sessions.</u></p> <p><u>Two Governors are booked on the Chair's Leadership Forum.</u></p> <p><u>The SEND linked Governor is booked on various training courses throughout March.</u> <u>She is also booked to attend Asbestos and Legionella training as part of her remit as a Governor serving on the Sites and Buildings Committee.</u></p>	<p>G Br G Br</p> <p>CT and JL</p> <p>GT GT</p>
13.	<p>Any Other Business. <u>13.a Cleaning Contract.</u> Q: A Governor asked what the current situation is with regards to the standard of cleanliness throughout the school. A: The Headteacher advised a new supervisor and another cleaner are starting on Monday.</p>	

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.

	<p><u>13.b March FGB Meeting.</u> The Chair said she wondered whether it would be better use of Governors time to restructure this Meeting. <i><u>She and the Headteacher will arrange to meet to discuss this and then she will communicate with Governors as to the format this day time Meeting will take.</u></i> Her initial feeling is that Governors should try and increase their knowledge of the subject they are linked to. Would observing a class in a lesson achieve this? Of course if newer Governors wished to simply observe a lesson that was certainly an option. <i><u>The Clerk agreed to check the date of the next FGB Meeting and confirm to Governors.</u></i></p>	<p>JL</p> <p>Clerk</p>
	Part I of the Meeting closed at 8.10 pm	

Date of next FGB Meeting: Is 23rd March 2022.

Date of next Finance Committee Meeting: Is 15th March 2022 at 9.30 am.

Date of next Sites and Buildings Committee Meeting: 4th March 2022 at 9.15 am.

Date of next Staffing Committee Meeting: Is 8th February 2022 at 9.15 am.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

Index:

Red indicates challenge.

Blue shows support.

Bold, Italics and Underline represent decisions made/actions agreed.