

NON-CONFIDENTIAL MINUTES
OF VIRTUAL FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 27th September 2021

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 6 at 8.00 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 and 2.	Opening Prayer and Apologies. A Foundation Governor led the Meeting in the opening prayer. Mrs C Jackson-Doerge and Mr D Godwin had indicated they would be late.	
3.	Pecuniary Interest Forms to be signed. <u>The Clerk asked Governors to complete Pecuniary Interest Forms for this year. The Clerk will use these as evidence and complete the Register accordingly. She will then update the school website accordingly. She will ask any Governors who have not completed this Form at this Meeting to do so at the next opportunity.</u> <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.	Clerk Clerk
4.	Governing Body Matters. <u>4.a Governors to sign Declaration and Code of Conduct Forms.</u> <u>The Clerk asked Governors to sign these Forms and return them to her at the end of this Meeting or to drop them in the post box outside the school.</u>	Govs

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<p><u>4.b Remind Committees to elect Chairs and Vice-Chairs and review Terms of Reference.</u> The Chair advised the Finance Committee had met on 21.9.2021. The existing Chair and Vice-Chair had both been re-elected. The Terms of Reference had been reviewed and no changes were made. <i><u>The appointments as detailed above and Terms of Reference were duly ratified.</u></i> <i><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></i></p>	Clerk
<p><u>4.c 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. <i><u>The Chair asked all Governors to please contact the Clerk if they do not wish for their attendance data to be published on the website.</u></i> <i><u>Governors approved the Attendance Schedule.</u></i> <i><u>The Clerk will update the website accordingly.</u></i></p>	Govs Clerk
<p><u>4.d Remind Data, Foundation and SEND Governors to arrange their termly Meetings.</u> <i><u>The Data, Foundation and SEND Governors were asked to make contact with the Headteacher and SENCO respectively to arrange mutually convenient times to meet.</u></i></p>	RL, GL & DMK, GT
<p><u>4.e Approval of Annual Report Statement for placing on the website.</u> The Governor responsible for producing this said as yet there is no guidance from West Berkshire on how such a Statement is to be produced given the current circumstances. <i><u>The Clerk will list this on the Agenda for the next FGB Meeting.</u></i></p>	Clerk
<p><u>4.f Approval of PP Report 2020-2021 for posting on the website.</u> The Headteacher advised a standard template had been issued for schools to use. This was on Governor Hub. The Headteacher said as yet there is no guidance from the DfE as to how to this Report is to be prepared and what is to be included. <i><u>The Clerk will list this on the Agenda for the next FGB Meeting.</u></i></p>	Clerk
<p><u>4.g Governors to be linked to subjects.</u> The Chair advised that Ofsted are now focusing not on data but on curriculum, behaviour and development. Governors will be required to demonstrate a general knowledge of the various subjects, what specifically is taught, how including progression and the context within which it fits in with topic work and the national curriculum. She and the Headteacher would therefore like to link Governors to subjects.</p>	Clerk

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	<p>The Headteacher said performance management for teachers is taking place at present; during this process teachers will be linked to a subject area.</p> <p>Q: A Governor asked if Governors should be linked to a subject they are professionally familiar with or a subject (s) that interests them.</p> <p>A: Both the Chair and Headteacher agreed the latter.</p> <p>Q: Another Governor asked how many subjects are there?</p> <p>A: The Headteacher said all the subjects are listed in a folder called the "Curriculum Knowledge folder" which has been uploaded onto Governor Hub. He expanded Ofsted are now focusing on 'deep dives.' Teachers will have an in-depth knowledge of the subject they are responsible for. Governors just need to have a general understanding as referred to earlier in this section.</p> <p>Governors agreed to be linked as follows:</p> <ul style="list-style-type: none"> • GL & DMK-RE • DMK-Computer Science • GT-English • GB-Science • RL-Geography • RL-MFL • SD-PE • MJ-Maths • CT-History • JL-PSHE • PJ-DT and Art • CJD-Music <p><u>The Clerk will update the Governing Body records.</u></p> <p><u>The Deputy Headteacher said that once teachers have been linked to subjects Governors will be contacted.</u></p> <p>The Headteacher said the performance management process for teachers should be completed by half-term.</p> <p><u>4.h Governor Monitoring Programme-plan for visits.</u></p> <p><u>The Headteacher advised once teachers have been linked to subjects and this information shared with Governors, the latter can contact the former to arrange times to hold a conversation or meet via Zoom.</u></p> <p>He emphasised Governors are not required to carry out any monitoring of the quality of teaching.</p> <p><u>He proposed that as usual the FGB Meeting in March will be held in school. Governors will attend Assembly, visit classes and meet with the School Council.</u></p> <p>Q: A Governor asked what Ofsted say Governors should know.</p> <p>A: The Headteacher said the new LLP is planning on attending the FGB Meeting scheduled in January and will go through the new Ofsted Framework with Governors then.</p>	<p>Clerk</p> <p>Clerk</p> <p>Govs</p> <p>Clerk</p>
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	<p><u>The Deputy Headteacher said she will draft up a list of questions Governors could ask teachers to start off with.</u></p> <p>The Chair said this would certainly be helpful ahead of Governors first meeting with the teachers linked to their subject (s).</p> <p>The Headteacher also suggested Governors refer to the Curriculum Knowledge folder available on Governor Hub.</p> <p>Q: Several Governors sought further clarification as to Ofsted's expectations of Governors.</p> <p>A: The Deputy Headteacher said a good place to start would be the subject planning documents within the folder. These detail the topic, what is included and the progression. Governors will see how the subject fits into the topic work and across the wider national curriculum.</p> <p>Q: A Governor asked if it is the Governing Body's role to ensure the school delivers.</p> <p>A: No. That is the job of the SLT. The role of the Governing Body is to act as a critical friend.</p> <p>The Chair added that the Governing Body will still look at data and retain an overview of any trends or areas of concern identified.</p> <p>The Headteacher expanded teachers are monitoring, scrutinising pupils' work and developing their individual Subject Action Plan.</p> <p>The Deputy Headteacher commented that the role of Governors is to question the implementation of these Plans and offer support.</p>	KC
5.	<p>Minutes of the Full Governing Body Meeting held on 12th July 2021 and Action Log.</p> <p><u>Minutes of the Full Governing Body Meeting held on 12th July 2021.</u></p> <p>The Minutes from the above Meeting were agreed to be a true and accurate record.</p> <p><u>The Chair duly signed the Minutes.</u></p> <p><u>The Clerk will file the Minutes.</u></p>	Clerk
6.	<p>Matters Arising (Refer to Action Log).</p> <p>An Action Log for the Full Governing Body Meeting held on 12th July 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>The Chair noted the majority of the actions appeared on the Agenda.</p> <p>Number 10- LA Governor and HT to have a conversation about the level of support provided by West Berkshire Council at the beginning of next term.</p> <p>The Headteacher said he and the LA Governor had not been able to complete this action.</p> <p><u>The Clerk will email the LA Governor to ask her to ring the Headteacher.</u></p> <p>Number 14- Amendments to be made to the HT Report as per the Minutes of this Meeting.</p> <p><u>The Clerk will check this has been actioned.</u></p>	Clerk Clerk

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	The Headteacher informed Governors since term started there have been a few minor behavioural problems. The school continues to work with the pupils concerned and their parents.	
9.	<p>Curriculum Updates (Standard Agenda Item).</p> <p>The Headteacher said staff meetings have been held at which it was ensured teachers were all working towards the same expectations. All planning is now shared on the one drive.</p> <p>The school is using PIRA and PUMA tests to assess pupils. The year R teacher is currently carrying out the baseline assessments; these will not be used until year 6.</p> <p>KS1 SATS will be held this year.</p> <p>Phonics tests in year 2 will also take place this year.</p> <p>Year 6 will also sit SATS but these results will not be published. They will be forwarded to the secondary school the pupil is transitioning too along with teacher assessments.</p> <p>Q: A Governor asked if the times table tests in year 4 will take place this year.</p> <p>A: The Headteacher said schools have not been advised as yet.</p>	
10.	<p>Headteacher's Verbal Report.</p> <p><u>10.a School v West Berkshire – Comparison of Results FS2, KS1 and 2.</u></p> <p>The Headteacher referred Governors to the Minutes of the last FGB Meeting wherein the results for the last academic year were discussed.</p> <p><u>10.b Any questions regarding end of term 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>10.c Update on start of term.</u></p> <p>Observations have commenced with 6 teachers having been monitored. The Headteacher was impressed with the quality of teaching he saw.</p> <p><u>10.d Targets for 2021-2022 (performance and attendance).</u></p> <p>With regards to the targets for this academic year, the Headteacher said none have been set so far.</p> <p>Q: A Governor asked who decides what these will be.</p> <p>A: The Headteacher said he will in conjunction with the SIP.</p> <p><u>10.e SEND Update.</u></p> <p>The SENCO delivered this update. Two pupils require EHCPs. She is in the process of obtaining evidence in support of one at present.</p> <p>She has also reorganised the internal support provided by TAs for those SEND pupils. Those who require help to catch-up or where there are gaps which need narrowing are supported by TAs who deliver targeted interventions in the afternoons according to their skill set.</p> <p>Assessment data has been collected though as yet the final analysis has still to be carried out.</p>	

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She has also talked to the Cognition and Learning Team and the EP Service in an effort to put in place a programme of support for SEND pupils. The mental health and well-being of pupils is still a key focus. Pupils have had a mixed experience over the course of the Pandemic and the summer and this is reflected in how they have settled on their return to school.

Q: A Governor asked if classes are being impacted by the continuing impact of the Pandemic, what are the teachers finding.

A: The Deputy Headteacher said teachers are seeing a much wider range of ability and attainment. This is proving to be challenging.

Q: What impact is this wider range having on the progress of the class as a whole?

A: The Headteacher said it is part of a teachers' job to break down the needs of all pupils.

Q: How do they do this?

A: The Deputy Headteacher said by differentiation. This is a key skill of teachers. Now that the school is not required to enforce the use of 'bubbles' teachers can mix, share information about pupils, their respective experiences and examples of good practice. This will help accelerate recovery and the narrowing of the gap.

As the school was utilising a whole school approach to topic work, planning school-wide against the national curriculum, adopting the Maths Mastery and Talk for Writing programs, collaboration has increased and is key to supporting pupils' academic attainment and progress.

The headteacher added every staff meeting is devoted to the national curriculum.

The Headteacher added the school has purchased the Insight assessment tool which teachers will input data onto going forward. This will enable teachers to manage their own data and analyse any emerging trends.

10.f Staffing Update.

The Headteacher advised that Ms C Fullbrook, who worked in the Office, resigned to take up a full-time post elsewhere.

Ms L Farmery also resigned over the summer to take up a post running the Nursery at the Oaks.

There were two TAs on one-year fixed term contracts. These finished in August. Miss L Carmichael was recruited on a full-time basis.

Interviews are being held on Thursday to find a replacement for Ms L Farmery. 4 candidates will be visiting the school.

In the meantime, Mrs S Snadden is filling in until half-term. She is a skilled TA who knows the school and its pupils well. She is working in year 3.

Mrs K Carmichael and Mr A Gallagher are currently covering Lunchtimes. They are also currently providing cover in class for teachers who are absent. This means they are spending less time on their roles as Deputy Headteacher, SENCo and Headteacher.

The Headteacher advised it is hoped that 2 of the staff who work for the Oaks will work as Lunchtime Supervisors for 1.5 hours a day.

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	<p>It has been a challenging start to the term.</p> <p>The Chair congratulated the Headteacher for being able to ensure all pupils are safe and being educated.</p>	
11.	<p>Sports Premium Report-Approval of.</p> <p>This had been discussed and approved by the Finance Committee and had been published on the website. Governors had no further questions.</p> <p><u>The Headteacher informed Governors he had approached the Willink in an effort to organise a swimming lessons. He had been told that no slots will be available until next May.</u></p> <p>Q: A Governor asked how this will fit in with the school's need to meet national curriculum requirements.</p> <p>A: The Headteacher said it might be best to find another solution. Perhaps a different pool. It will be necessary to supply a swimming teacher and a lifeguard. BSM will also have to pay for transport.</p> <p>Governors discussed various other options.</p> <p><u>The Headteacher said he will speak to the Business Manager to see if there are any finances available.</u></p> <p>Q: Has the school found an alternative venue for the year 6 residential.</p> <p>A: Yes Yenworthy Outdoor Centre in North Devon. The residential will take place during the Spring term.</p> <p>Q: Will some of the Sports Premium Grant be used to subsidise certain of the activities.</p> <p>A: Yes.</p> <p><u>The Sports Premium Report was duly ratified by the FGB.</u></p>	AG
13.	<p>Committee Feedback.</p> <p><u>13.a Finance Committee Meeting 21st September 2021.</u></p> <p>The Minutes of this Meeting are not yet available.</p> <p>The Chair of this Committee and Vice-Chair were both re-elected.</p> <p><u>The FGB duly ratified these appointments.</u></p> <p><u>The Clerk will update the Governing Body records.</u></p> <p>The terms of reference were also reviewed and no changes made.</p> <p><u>These were also ratified by the FGB.</u></p> <p><u>The Clerk will update the last reviewed and next review dates.</u></p> <p>The Chair of this Committee advised Governors the school is currently in a secure financial position. The carry forward for the total Revenue Budget is currently predicted to be £69,816.</p> <p>He praised the Business Manager for her efforts in this regard.</p> <p>He reported that two additional Grants in the form of the Catch-Up Premium and Recovery Premium have been received along with additional SEND funding in the amount of £2,000.</p> <p>Staffing changes have also positively impacted the Budget.</p> <p>The Headteacher added that Lettings had not been included in the original Budget and these have now restarted.</p>	<p>Clerk</p> <p>Clerk</p>

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	<p><u>3.b Teachers, TAs Pay Awards, Pay and Performance Management Policies.</u> Next year there will be pay rises to factor into the Budget. The Headteacher advised there are only 3 teachers on staff who are not at the top of their scale. The proposed rise for TAs is 1.5%. Q: A Governor asked if the Governing Body have to approve this. A: No the TA rises are statutory.</p> <p><u>The Headteacher reported there are no changes to the Pay and Performance Management Policies.</u> <u>Governors duly ratified them.</u> <u>The Clerk will update the last reviewed and next to be reviewed dates.</u> <u>She will also update the Policies Review Cycle.</u></p>	Clerk Clerk
13.	<p>Policies. Q: The Clerk asked if the overarching Policies could be separated into their individual policies. It would be easier to manage and review them when necessary. <u>A: Governors agreed she could proceed as long as there was an efficient process in place to ensure policies are reviewed on schedule.</u> <u>The Clerk will post the Policy Review Schedule on Governor Hub.</u></p> <p>The Policies reviewed below had all been made available on Governor Hub for Governors to read prior to this Meeting.</p> <p><u>13.a Behaviour Policy and Written Statement.</u> The Headteacher has not had the opportunity to review this yet. <u>The Clerk will carry this forward to the next FGB Meeting.</u></p> <p><u>13.b Child Protection and Safeguarding.</u> The Headteacher had asked the Clerk to review this as a new model Policy had become available. This updated version is already on the website. <u>Governors agreed to ratify this as it was a County model Policy.</u> <u>The Clerk will update the Policies Review Cycle.</u></p> <p><u>13.c Finance Policy.</u> Changes had been agreed by the Finance Committee at its last Meeting. Q: A Governor noted on page 7 the Policy makes reference to the EU when referring to procurement. Is this still correct? A: The Clerk agreed to ask the Business Manager. <u>Governors approved the Finance Policy subject to clarification regarding the above point.</u> <u>The Clerk will update the Policies Review Cycle.</u></p> <p><u>13.d NQT Policy.</u> The Headteacher advised County are drafting up a new Policy. <u>Approval of this Policy will be carried forward to the next FGB Meeting.</u></p>	Clerk Clerk Clerk Clerk

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	<p>13.e KCSIE September 2021, Over the summer the updated guidance had been emailed to Governors who had been asked to indicate they had read it. <u>The Clerk will email Governors again as not all had responded as yet.</u></p> <p><u>Governors agreed the decision regarding whether staff should read Part One or Annex A should be left to the Headteacher.</u></p>	Clerk
14.	<p>Results of year 6 Transition Questionnaire. The Headteacher said 2 responses were received. This could not be issued until year 6 had completed their transition programme. However, last year's year 6 had been on lockdown immediately thereafter until the end of term. Next year the transition programme will start at the end of June. The Chair said the 2 questionnaires received revealed extremely positive experiences and views of the transition process. <u>The Clerk will list this on the Agenda for the last Meeting of the Spring term.</u></p>	Clerk
15.	<p>Analysis of Skills Audit. The Clerk advised 3 were outstanding. <u>She will send further Audits to these Governors.</u> The Chair said overall the Matrix completed based on the Audits received so far did not reveal any skills gaps. The Clerk urged any Governors who wished to book any training to contact her.</p>	Clerk
16.	<p>Progress of Lodge. The Headteacher reported the build will commence 4th November if the weather allows. That part of the field will be sectioned off. It will take one week. Q: A Governor asked if sufficient funds have been raised to fully resource the Lodge. A: Yes.</p>	
17.	<p>Any Other Business. <u>17.a Governor Hub.</u> Q: The Clerk asked if Governors were happy for her to use Governor Hub rather than the school website. A: <u>Governors agreed she could do so.</u> <u>The Clerk agreed to send password links to those Governors who had not yet signed up.</u></p>	Clerk
	Part I of the Meeting closed at 8.50 pm	

Date of next Finance Committee Meeting: Is 18th January 2022 at 9.30 am.

Date of next Sites and Buildings Committee Meeting: Is 19th November at 9.15 am.

Date of next Staffing Committee Meeting: Is 2nd November at 9.15 am.

Date of next FGB Meeting: Is 29th November 2021.

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Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

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