

**NON-CONFIDENTIAL MINUTES**  
**OF VIRTUAL FULL GOVERNING BODY MEETING**  
**BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL**  
**Monday 29<sup>th</sup> November 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), Dave Godwin (DG), Paul Hampton (PH), Matthew Jackson (MJ), Joanne Lambdon (JL), 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><b>Welcome, Apologies, AOB Declaration and Housekeeping.</b>            The Chair welcomed Governors to the Meeting. It was being held online due to the closure of the school today as a result of wind damage and the rise in COVID cases over the last week.            Mrs C Jackson-Doerge and Rev G Lautenbach had sent their apologies prior to this Meeting. They were accepted.            A Foundation Governor led the Meeting in the opening prayer.</p>	
2.	<p><b>Declaration of Pecuniary Interests.</b>  <u><i>The Clerk will check if any Governors have yet to complete their annual declaration.</i></u>  <u><i>She will ask any Governors who have not completed this Form at this Meeting to do so at the next opportunity.</i></u></p> <p><u>2.a. Pecuniary Interests.</u>            No new pecuniary interests were declared at this Meeting.</p> <p><u>2.b Conflicts of Interest in any Agenda Item.</u>            There were no conflicts of interest in any Agenda Item declared.</p>	<p>Clerk</p> <p>Clerk</p>
3.	<p><b>Governing Body Matters.</b>  <u>3.a Governors to sign Declaration and Code of Conduct Forms.</u>  <u><i>The Clerk will check if any Governors have yet to complete the Declaration and Code of Conduct Forms.</i></u>  <u><i>She will ask any Governors who have not completed this Form at this Meeting to do so at the next opportunity.</i></u></p>	<p>Clerk</p> <p>Clerk</p>

**Index:**

Red indicates challenge.

Blue shows support.

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

	<p><u>3.b Elect Chair and Vice-Chair of Sites and Buildings Committee Meeting.</u>  A Governor wished to stand down as Chair; her role as Safeguarding Governor meant acting as Chair of this Committee was challenging. She offered to support another Governor as Vice-Chair.  <b><u>A Governor offered to step up to serve as Chair.</u></b>  <b><u>The current Chair agreed to serve as Vice-Chair.</u></b>  <b><u>The Clerk will update the Governing Body records accordingly.</u></b></p> <p>The terms of reference had been reviewed and the number of attendees required decreased to 3 as there is currently an Associate Governor serving as a member of this Committee.  <b><u>Governors approved the revised terms of reference.</u></b></p> <p><u>3.c Foundation Governors to arrange their termly Meetings.</u>  The Foundation Governor present confirmed she and the Headteacher had met.  <b><u>She is to attend training through the Diocese entitled ‘Space Makers.’</u></b>  <b><u>She will provide feedback to staff thereafter.</u></b></p> <p>The other matters discussed appear within the Headteacher’s Written Report.</p> <p><u>3.d Approval of Annual Report Statement for placing on the website.</u>  This is now on the website.  The Governor responsible for preparing this advised there is one area requiring further input.  <b><u>This is the section entitled “Monitor success of home learning.” A sentence or paragraph needs to be included to explain what actions were taken last year.</u></b>  <b><u>The Headteacher agreed to devise something suitable.</u></b>  <b><u>Governor approved the Statement pending this addition.</u></b>  <b><u>The Clerk will then post it on the website.</u></b></p> <p><u>3.e Approval of PPG Report 2020-2021 for posting on the website.</u>  The Governor responsible for this advised the new template has been used to complete the draft now on the website.  The Clerk advised the Business Manager had reviewed the draft and it is her amended version that is now on the website.  Governors wished to make the following changes:</p> <ol style="list-style-type: none"> <li>1 One of the sections detailing the total funding still contains instructions on how to fill in the template. These should be removed,</li> <li>2 There are 4 rather than 3 LAC pupils,</li> <li>3 There are no externally provided programs in use.</li> </ol> <b><u>Governor approved the Report pending these additions.</u></b> <b><u>The Clerk will then post it on the website.</u></b>	<p>MJ  GB  Clerk</p> <p>DMK</p> <p>AG  Clerk</p> <p>Clerk</p>
--	---	---

**Index:**

Red indicates challenge.

Blue shows support.

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

	<p>3.f Governor Monitoring Programme-Plan for Visits. Governors to be linked to subjects.</p> <p>The List of Subject Co-ordinators is now on Governor Hub.</p> <p><b><u>At the next FGB Meeting Barbara Hunter, who is a member of the SIP Team, will present to Governors on how they can support the curriculum. This will take 1.5 hours.</u></b></p> <p><b><u>The Clerk will add the name of the linked Governor to this List of Subject Co-ordinators as well as the email of the relevant member of staff. This List will then be shared with teachers and Governors.</u></b></p> <p><b><u>The latter will then make contact, after the next FGB Meeting, with the relevant Subject Co-ordinator.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Govs</p>
4.	<p><b>Minutes of the Full Governing Body Meeting held on 27<sup>th</sup> September 2021 and Action Log.</b></p> <p><u>Minutes of the Full Governing Body Meeting held on 27<sup>th</sup> September 2021.</u></p> <p>The Minutes from the above Meeting were agreed to be a true and accurate record.</p> <p><b><u>The Chair will sign the Minutes when she is next in school.</u></b></p> <p><b><u>The Clerk will then file the Minutes.</u></b></p> <p><u>Matters Arising (Refer to Action Log).</u></p> <p>An Action Log for the Full Governing Body Meeting held on 27<sup>th</sup> September 2021 was on Governor Hub 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><b>Q: She asked if the Headteacher had managed to source swimming lessons for BSM.</b></p> <p><b>A: Year 5 have been booked for 8 lessons at the South Reading Leisure Centre in the Spring term. The school is paying for the lessons and the transport.</b></p> <p><b>He is hoping to book year 6 a course of lessons at the Willink in the second half of the summer term.</b></p>	<p>JL</p> <p>Clerk</p>
5.	<p><b>Health and Safety Update (Standard Agenda Item).</b></p> <p><b><u>5.a New Date for Audit.</u></b></p> <p>There is no new date as yet for the Health and Safety Audit which is to be rescheduled from 23<sup>rd</sup> March.</p> <p><b><u>5.b Step Ladder Check.</u></b></p> <p>This has now been completed.</p> <p><b><u>5.c Other Matters.</u></b></p> <p>The Business Manager and Clerk ensure the Spreadsheet is up to date. Copies are sent to the Health and Safety linked Governor.</p> <p><b><u>The latter is due to visit school to carry out access checks in January.</u></b></p> <p>The Headteacher then informed Governors Friday evening he received alarm calls which required him to visit school.</p> <p>The storm had caused the hard plastic roof of the Reception outside area to lift and smash across the playground.</p>	<p>DG</p>

**Index:**

Red indicates challenge.

Blue shows support.

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

The school roof also suffered damage in other areas. He tried all the emergency numbers listed by West Berkshire but no one responded.

Ian Pearson was in contact with the school on Monday when the site was assessed. He will also investigate why the Headteacher was provided no support by County.

Thankfully, significant numbers of parents visited the school in response to his appeal on Sunday for help and cleared the site.

He wished to thank them all for their support of BSM.

Monday morning an emergency visit from a roof contractor saw four areas of damage identified as requiring immediate repair. These are:

- 1 There is now a hole in the roof of the boiler room,
- 2 The flat roof in the new build is split,
- 3 Severe damage to the tiles on the roof of the year 3 classroom,
- 4 Replace the roof above the year R outside area.

Two Loss Adjustors from RPA will be visiting this week.

Q: A Governor asked if the school is safe to be opened tomorrow.

A: The Headteacher said the roofing contractor who visited today was able to ensure those areas that needed securing immediately were so secured.

Q: When will repairs be effected?

A: After Tuesday costings and an estimate of the timeline for repair will be available. The school will be given priority. Those repairs that cannot be completed while pupils are on site will be effected before and after school.

Q: Another Governor asked if there were any areas where water ingress might occur.

A: Only those areas listed in 1-4 above.

The Headteacher said it was lucky the damage was sustained on a Friday evening when the school was empty.

Q: A different Governor asked if there are any other areas of the site that need to be risk assessed again against damage by future freak weather events.

A: Not at this time.

Governors thanked the Headteacher, Deputy and his team for responding so quickly to the emergency, for addressing all matters and communicating with parents so quickly and effectively.

Governors also wished to record their gratitude to parents for the way the answered the Headteacher's call for help on Sunday afternoon.

The Headteacher informed Governors the Lodge has now been erected. A team of volunteers visited last Wednesday to start work on the surrounding area and to build the bug hotels.

The trees to be supplied by the Greenham Common Trust have yet to arrive though holes have been dug ready.

Over the weekend positive cases of COVID 19 were reported in years 4 and 5. This has had a knock on effect in other year groups.

There are now 12-13 cases confirmed across the school.

**Index:**

Red indicates challenge.

Blue shows support.

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

	<p>The Headteacher is encouraging parents to seek a PCR test whenever any of their children present with any symptoms. The school is now keeping a register of cases.</p> <p>Q: A Governor asked what the limit is before the class has to close.</p> <p>A: The Headteacher reported there is now no limit. Classes will remain open no matter how many pupils have been identified as positive for COVID 19.</p> <p>A Governor acknowledged how scary this must be for parents.</p> <p>Q: Is the school providing sufficient work for those pupils self-isolating.</p> <p>A: There is work posted on the class pages on the website. However, teachers are still teaching in class so they will do what they can.</p> <p>Q: A Governor expressed her concern regarding the impact of a further period of isolation at home.</p> <p>A: The Deputy Headteacher said certainly the school can improve its signposting to online resources that parents can use.</p> <p>The school will also ask the IT Co-ordinator to ensure the website is clear and intuitive.</p> <p>Q: How are staff feeling at the moment?</p> <p>A: The Headteacher said he is reintroducing bubbles and the measures used during Lockdown. Once this outbreak is contained these will be relaxed.</p> <p>Q: What happens if a teacher is diagnosed positive?</p> <p>A: Either he or the Deputy Headteacher can take over a class. The school can also ask Helen Skantos to provide cover if necessary. There are also two HLTAs who can lead a class.</p>	
6.	<p><b>Safeguarding Update (Standard Agenda Item).</b></p> <p>The Safeguarding Governor advised she visited school last week and completed the Safeguarding Audit for the LA. This year a new format has been devised which pre-populates an Action Log.</p> <p><b><u>The only action listed was to ensure the school has an Intimate Care Plan. The Headteacher confirmed he is in the processing of sourcing one.</u></b></p> <p>There are no safeguarding issues to report.</p> <p><b><u>She is attending the Safeguarding Forum Meeting tomorrow. She will provide a written Report to share with the Governors once the Forum Meeting has taken place.</u></b></p> <p><b><u>She also checked the Single Central Register; there are only a few issues regarding a number of regular contractors who have been added. She will provide feedback to the Office Manager.</u></b></p>	<p>AG</p> <p>GB &amp; Clerk</p> <p>GB</p>
7.	<p><b>Curriculum Updates (Standard Agenda Item).</b></p> <p><b><u>Governors are to ensure they are familiar with their chosen Subject ahead of the FGB Meeting in January.</u></b></p> <p>The Curriculum Knowledge folder is on Governor Hub.</p> <p>The Headteacher said he is using the term Subject Co-ordinators rather than Subject Leads as the former will be supported in their roles by a more senior member of staff.</p>	Govs

**Index:**

Red indicates challenge.

Blue shows support.

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

8.	<p>He advised there are 5 students in school this term. This provides additional income for the school and helps develops his staff's practice.</p> <p><b>Headteacher's Written Report/SEF.</b> This had been available on Governor Hub prior to the Meeting.</p> <p><u>8.a Contextual Information.</u> A Governor asked the Headteacher the spelling of the word 'roll' was correct. <b>Q: Another Governor asked what the absence levels are like.</b> <b>A: They are pretty good considering the circumstances. The school is only 3-4/10ths down on where it usually is for this time of year.</b></p> <p><u>8.b Staffing.</u> Mrs S Snadden who had returned to support the school while a new LSA was settling in has now finished.</p> <p>An HLTA has left so there is now a vacancy. An application has been received with an interview to be scheduled for next week.</p> <p>The Business Manager has also handed in her notice. A member of the School Accountancy Team will be participating in the interviews which are taking place next Wednesday. <b><u>Two Governors from the Finance Committee agreed to attend too.</u></b> Governors wished to formally thank the Business Manager. She had made the role her own and has done a brilliant job. She will be hard to replace. <b><u>Governors were invited to sign her leaving card if they are in school.</u></b> <b><u>The Chair of the Finance Committee will write a formal letter of thanks too.</u></b> He noted the school was in a comfortable financial position thanks to her effective management of the budget. <b>Q: Another Governor asked if the Business Manager was leaving written guidelines as to how to carry out her role for her successor.</b> <b>A: The Deputy Headteacher confirmed the Business Manager was doing so.</b> <b>A: The Headteacher said he is hoping to arrange a handover dependent on who is appointed. It may be that the school is without a Business Manager for a month.</b> <b>Q: A Governor asked what will happen if this is the case.</b> <b>A: County will provide support. Also the Office Administrator is now able to raise Purchase Orders and process Invoices etc.</b> <b><u>A: An Associate Governor said he still had a copy of the interview questions from when the current Business Manager had been hired. He will send these to the school.</u></b> <b>Q: Another Governor suggested asking the current Business Manager to devise her own questions based on how the role had changed.</b> <b><u>A: The Headteacher will consider this.</u></b></p>	<p>PH &amp; SD</p> <p>Govs</p> <p>SD</p> <p>DG</p> <p>AG</p>
----	--	--

**Index:**

Red indicates challenge.

Blue shows support.

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

Two new members of staff have joined BSM and are supporting the Lunchtime Team.

They have been invaluable and have settled in well. They have successfully helped maintain the safe environment for pupils at lunchtime.

#### 8.c Leadership and Management.

The new RSE curriculum had now been rolled out through the school.

#### 8.d Teaching and Learning.

The Headteacher advised this term he had observed lessons being delivered.

Training opportunities had been provided to staff which they had taken up.

#### 8.e FS2.

The new baseline tests had been administered.

Q: A Governor asked when the school will be informed of the results.

A: The Headteacher said they will not be. The Deputy Headteacher expanded the DfE will use this data in 7 years' time as a comparator to when they started in FS2.

The Headteacher said the school had carried out its own tests and was using its standard assessment system to record the results.

Q: What are the Headteacher's impressions of the new year R intake?

A: They are very strong, physically and academically able with a quite a few characters.

#### 8.f SEND Update.

The Headteacher thanked his Deputy for writing this Report.

The SEND linked Governor had met with the SENDCO. She delivered her Report.

They had discussed the current state of play with regards to EHCPs at the school and the issues ongoing with outstanding applications sent to the LA. It has been challenging to get professionals to visit school though visits are taking place more and more.

She and the SENDCO had discussed how to support those pupils with special needs who are awaiting diagnosis.

Transition processes were reviewed and it was agreed these had gone well.

They also looked forward to September. There are 2 pupils who will be joining who have specific needs.

Helen Skantos continues to support targeted groups of pupils and is doing a brilliant job. Years 2 and 3 need the most help.

Staff have completed STAR training to help their efforts in closing the gaps in Reading.

The Deputy Headteacher has met with the Cognition and Learning Team and a number of assessments have been set up. They will also be delivering training to staff.

#### Index:

Red indicates challenge.

Blue shows support.

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

	<p>She is also working a Provision Map for all SEND pupils which is now nearly complete.</p> <p>In summary, Reading is a focus for the school and for Ofsted too at present. The Deputy Headteacher intends to discuss with the Cognition and Learning Team what, with regards to SEND pupils, Ofsted will be looking for.</p> <p><b><u>The SEND linked Governor will attend an upcoming conference on ADHD. She and the SENDCo plan to meet again in January.</u></b></p> <p><u>8.h Finance Report.</u></p> <p>Q: A Governor noted that the predicted surplus was comfortable as a result of the increase of the NoR. Is this correct?</p> <p>A: Another Governor said this increase is actually an increase in the number of PP pupils recorded as eligible for BSM.</p> <p>A: A Governor asked if the Headteacher's Written Report could be updated to reflect this.</p> <p><b><u>The Headteacher agreed to do so.</u></b></p>	<p>GT GT &amp; KC</p> <p>AG</p>
<p>9.</p>	<p><b>Monitor progress against targets, especially for vulnerable groups.</b></p> <p><u>9.a Termly Meeting with the Assessment Governor.</u></p> <p>The Assessment Governor had met with the Headteacher this term. She reported that the present year 3 had been significantly impacted by the Pandemic and various Lockdowns, particularly in terms of their grasp of Phonics. This has had a knock on effect on their ability to access the remainder of the curriculum.</p> <p>Year 2 have also missed out on key Phonic work.</p> <p>The Recovery Premium is being used to support year 3 pupils.</p> <p>Helen Skantos continues to support targeted pupils in Maths and English. Good progress has been made by this group of pupils.</p> <p>Mrs J Eyre is also doing additional work with year 3.</p> <p>With regards to year R, they have a good level of physical and personal, social and emotional development. There is a range of communication and language abilities.</p> <p>Staff know now where to focus their attention. Target Cards are in use and teachers have a good idea of where pupils are with regards to their age related expectations.</p> <p>The school is now a program called 'Insight' which allows teachers to input their own assessment data.</p> <p><u>9.b Report on Internal Assessment and Performance Data.</u></p> <p>Please see Item 9.1 on pages 8 and 9.</p>	

**Index:**

Red indicates challenge.

Blue shows support.

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



	<p><u>11.5 ICT Acceptable Use Policy.</u> This is not a statutory policy and required review as part of the annual cycle. <b><u>Governors approved the ICT Acceptable Use Policy.</u></b></p> <p><b><u>The Clerk will amend the last reviewed and next to be reviewed dates and update the Annual Review Cycle.</u></b></p>	Clerk
12.	<p><b>Progress of Lodge.</b> The Headteacher reported this is now on site. Q: A Governor asked when the school will be able to start using it. A: The Headteacher said in January. It will fit in with next term's project 'Animals Live.' Last Wednesday a group of volunteers were on site to start developing this area. One of the actions completed was the building of bug hotels. He thanked the Deputy Headteacher for organising this team of volunteers. Q: Another Governor asked if there will be fencing that separates this area from the remainder of the field. A: Yes. <b><u>The Governor said she will send him a link to a dry Hedging website which would fit in with the ethos behind this area.</u></b></p>	GB
13.	<p><b>Any Other Business.</b> <u>13.a Queen's Platinum Jubilee.</u> The Headteacher explained that legally the school has to ensure staff received the day off awarded for the above. This falls during half-term so he would like to give staff the day off on 21<sup>st</sup> July 2022. This would mean the summer term ending on 20<sup>th</sup> July. <b><u>Governors approved this plan.</u></b></p>	
	Part I of the Meeting closed at 9.00 pm	

**Date of next Finance Committee Meeting:** Is 18<sup>th</sup> January 2022 at 9.30 am.

**Date of next Sites and Buildings Committee Meeting:** Is to be agreed.

**Date of next Staffing Committee Meeting:** Is 8<sup>th</sup> February 2022 at 9.15 am.

**Date of next FGB Meeting:** Is 24<sup>th</sup> January 2022 at 7.30 pm.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

**Index:**

Red indicates challenge.

Blue shows support.

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