

**NON-CONFIDENTIAL MINUTES
OF FULL GOVERNING BODY MEETING
BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL
Monday 26th September 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), Karen Carmichael (KCA), Steve Dunham (SD), Paul Hampton (PH), Joanne Lambdon (JL), Ruth Leuillette (RL), Colin Thompson (CT), Gemma Toms (GT).
In attendance:	Susan Cherry (SC).

The meeting was quorate.

Agenda Item	Key Points.	Action
1 & 2.	<p>Welcome, Opening Prayer and Apologies. The Chair led the Meeting and welcomed Governors. A Co-opted Governor led the Meeting in the opening prayer.</p> <p>Apologies had been offered in advance and were accepted from Mrs C Jackson-Doerge and Rev G Lautenbach.</p>	
3.	<p>Declaration of Pecuniary Interest Forms to be re-signed. Those Governors present completed Pecuniary Interest Forms for this academic year. <u>The Clerk will email those Governors not present with a copy of the Form and ask them to complete and return them to the Office.</u> No pecuniary interests were declared at this Meeting.</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>	Clerk
4.	<p>Governing Body Matters. <u>4.a Governors to sign Declaration and Code of Conduct Forms.</u> Those Governors present completed Declaration and Code of Conduct Forms for this academic year. <u>The Clerk will email those Governors not present with copies of the Forms and ask them to complete and return them to the Office.</u></p> <p><u>4.b Governors to confirm they have read the Statutory Guidance KCSIE September 2022 Parts I and II.</u> <u>A Governor confirmed he had done so.</u></p>	Clerk SD

Index:

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<p><u>The Clerk will email those Governors who have not done so and ask them to action this request as soon as possible.</u></p> <p><u>4.c Results of Staff Governor Election.</u> The Clerk advised a Nomination Form had already been received with another expected. The Staff Governor advised the timescales set out on the letter to staff. Q: A Governor asked what happens if the current Staff Governor is not re-elected. A: The Headteacher said as she is the Deputy Headteacher she would still attend Meetings. She could be appointed an Associate Governor or just act as a person in attendance.</p>	Clerk
<p><u>4.d Any Governor interested in standing as EYFS and PPG Governor.</u> <u>The Clerk will email Governors to ask if anyone is interested in the role of PPG Linked Governor.</u> <u>A Governor offered to act as Governor linked to the EYFS.</u></p>	Clerk JL
<p><u>4.e Review Attendance Schedule for the last academic year.</u> The Clerk advised this had been prepared over the summer and posted on Governor Hub in accordance with DfE requirements. <u>The Clerk will check the latest version has been posted on the website.</u></p>	Clerk
<p><u>4.f Remind Data, Foundation and SEND linked Governors to arrange termly Meeting.</u> <u>The Data Linked Governor will meet with the Headteacher before half-term. She will contact him to arrange a mutually convenient date and time.</u> <u>The scheduled Foundation Governor Meeting to be held last week was postponed; one of the Foundation Governors is to suggest a new date.</u> <u>The SEND linked Governor is meeting with the SENDCO on 6.10.2022.</u></p>	RL GL GT & KC
<p><u>4.g Approval of Annual Statement 2021-2022.</u> Q: A Governor asked if the Meeting is happy with the objectives set. A: Another Governor noted a typo in the section on SDP Objectives; it should read BSM. A: In role one on page 7 it reads “includes the implementation of the RSE curriculum. “Governors agreed this should read “monitoring the delivery of the RSE curriculum.” In role 2 Governors noted it said “embed the RSE curriculum.” Q: A Governor wanted to be sure the statements included reflected the role of Governors specifically. A: Governors agreed to change this to read “review the implementation of the RSE curriculum.” With regards to role 3 it said “Governors are to ensure CPD is a priority for staff.” Governors agreed to alter this to “enable.” <u>The Clerk will amend the Annual Statement as discussed and ensure it is posted on the website.</u></p>	Clerk

Index:

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	<p><u>She will also ensure details of these three objectives are sent to those Governors not present so they are aware of them.</u></p> <p><u>4.h Approval of PPG Report 2021-2022.</u> <u>This is being worked on at present and will be presented for approval at the next FGB Meeting.</u></p> <p><u>4.i Discuss Annual Plan of Work.</u> This was available on Governor Hub. <u>The Clerk will save it to the front page of the documents for this academic year on Governor Hub.</u> <u>She will also inform Governors on the Sites and Buildings Committee that the Meeting on 18th November has been moved forward to 4th November.</u></p> <p><u>4.j Governor Monitoring Programme.</u> Q: A Governor asked when Governors should arrange to revisit their linked Subject Co-ordinator. A: The Headteacher suggested a termly visit would be appropriate. <u>The Clerk is to email Governors to ensure they are aware of this expectation.</u></p> <p><u>The History and Science Subject Co-ordinators will present at the next FGB Meeting.</u> <u>The Clerk will list this on the relevant Agenda.</u></p> <p><u>A Governor will arrange a Visit to the EYFS Leader.</u></p> <p><u>4.j Governor Blog.</u> A Governor noted that feedback from recent Surveys completed by Parents was that parents did not know who Governors were or what they did. She proposed a Governor Blog be included within every Newsletter. <u>A Governor will include a general introduction in the next Newsletter due on 14.10.2022.</u> <u>The SEND linked Governor and SENDCO will feature in the following edition due on 11.11.2022.</u> <u>The Foundation Governors role will be showcased in the issue due on 16.12.2022.</u> <u>The role of the Finance Committee will be highlighted when the Budget is set.</u></p> <p><u>4.k DBS Checks and Section 128 Checks.</u> Q: A Governor asked if DBS Checks needed to be updated. A: The Headteacher confirmed this was not a requirement. He also advised Section 128 Checks were carried out at the same time as the above.</p>	<p>Clerk</p> <p>CT & Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>JL</p> <p>JL</p> <p>GT & KC</p> <p>DMK & GL Finance CM</p>
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Index:

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<p>5. & 6.</p>	<p>Minutes of the Full Governing Body Meeting held on 11th July 2022 and Action Log.</p> <p><u>5. Minutes of the Full Governing Body Meeting held on 11th July 2022.</u> The Minutes from the above Meeting were agreed to be a true and accurate record. <u>The Clerk will ask the Chair to sign them. She will file the Minutes.</u></p> <p><u>6. Matters Arising.</u> An Action Log for the Full Governing Body Meeting held on 11th July 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.</p> <p>Number 15 - Two Governors' to finalise their Visit Reports and send them to the Clerk. <u>A Governor had written her Report but not sent it to the Clerk as yet. She agreed to do so.</u> <u>Another Governor will complete her Report and forward it to the Clerk in due course.</u> <u>Governors agreed to use the template from the Key for Curriculum Visit Reports and the old template from BSM for other Visits.</u> <u>The Clerk will post both on Governor Hub and sign-post Governors to them.</u></p> <p>Number 17 - Headteacher to amend the SEF as per Governors comments. <u>The Headteacher will check to ensure he has done so.</u></p> <p>Number 18 - Deputy Headteacher to amend the SEND Report. <u>The DHT will check to ensure she has done so.</u></p> <p>Number 22 - PE linked Governor to send his Visit Report to the Clerk. <u>This Governor said he would do so as soon as he could.</u></p> <p>Number 24 - The Headteacher said the Business Manager now has the relevant figures to update the Sports Premium Report. <u>Once she has amended the Report she will forward it to the Headteacher so he can amend the actions.</u> <u>This Item will be listed for approval on the Agenda for the next Meeting of the FGB.</u></p>	<p>Clerk</p> <p>DG/Clerk</p> <p>JL</p> <p>RL</p> <p>Clerk</p> <p>AG</p> <p>KC</p> <p>SD</p> <p>AG</p> <p>Clerk</p>
<p>7.</p>	<p>Health and Safety Update (Standard Agenda Item). The Health and Safety linked Governor was not present at this Meeting.</p> <p><u>7.a LA Audit.</u> Julian Routledge from West Berkshire Council will be visiting the school next Wednesday to carry out an Audit. The Headteacher said he has checked with Mr Routledge who has confirmed he has no expectation to meet with Governors. A mop up of any outstanding matters will be carried out on 13th October if necessary. A Report will be provided thereafter with actions listed.</p>	

Index:

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	<p>Q: A Governor asked if the Headteacher has any concerns ahead of this impending visit.</p> <p>A: The Headteacher said no. He is aiming to achieve 'good.' 'Outstanding' is not likely as the school does not purchase the H & S Level 2 package.</p> <p><u>7.b Step Ladder Check.</u> <u>The Clerk will check when the last one was carried out and contact the Health and Safety linked Governor as necessary.</u></p> <p><u>7.c Any Other Matters.</u> The Headteacher reported no other health and safety concerns.</p> <p>He advised PAT testing was now complete.</p>	Clerk
8.	<p>Safeguarding Update (Standard Agenda Item).</p> <p>Q: A Governor asked if all Governors had now completed the online Safeguarding training.</p> <p>A: The Clerk advised she has a list of those who have confirmed they have done so.</p> <p><u>She will contact those she has not yet heard from.</u></p> <p><u>A Governor present at this Meeting advised he had scheduled time to do so this Wednesday.</u></p> <p><u>Another Governor confirmed she had also done so.</u></p>	Clerk SD RL
9.	<p>Mental Health and Well-Being.</p> <p>The SENDCo said she had obtained Leaflets regarding training for the member of staff who was to act as the Senior Mental Health and Well-Being Lead. Funding is available from the DfE.</p> <p>Q: A Governor asked who is likely to take up this role.</p> <p>A: The SENDCO said she herself would do so.</p> <p><u>The Headteacher said the SENDCO already does a lot of work in this regard; she will look into this further when she has the time to do so.</u></p> <p>The SENDCO informed Governors the Mental Health Team Lead from the LA visited school at the start of this term to discuss training and specific families who may be eligible to access support from this team. She is waiting to hear further from them.</p>	KC
10.	<p>Curriculum Standards.</p> <p>The Headteacher said the "Stunning Start" to the autumn term linked to time travel was very successful.</p> <p>The new year R pupils were split amongst groups of other pupils with each group 'travelling' to a different time period accessing specific artefacts. On this day the school also observed a period of silence to mark the death of Queen Elizabeth II.</p> <p>The Deputy Headteacher said it was lovely to see the older pupils supporting the younger.</p> <p>The Headteacher said for the 'marvellous middle' he is hoping to arrange trips to visit various museums. He is currently liaising with the Ashmolean regarding the visits for older pupils. The younger cohorts will visit a different museum (this has yet to be decided upon).</p>	

Index:

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	<p>Q: The Deputy Headteacher said the SLT has been mindful of the implications of arranging school trips for parents at this difficult time, i.e. especially in terms of costs.</p> <p>A: A Governor pointed out the flip side of this is that for some pupils such a trip is the only way they may ever be able to visit a museum.</p> <p>The Headteacher added that teachers are now trialling Assessment Diaries for topic work.</p> <p>Q: A Governor asked what will happen with the information recorded in these Diaries.</p> <p>A: The Headteacher said it will be used to inform Parents Evening Meetings and Reports.</p>	
11.	<p>School V West Berks Comparison Results FS2/KS1 and KS2.</p> <p>The Headteacher shared data via the Interactive White Board.</p> <p><u>He agreed to send it to the Clerk so she could post it on Governor Hub.</u></p> <p>He highlighted the data for the baseline assessments at the end of year R. Results at GLD were very good; the Headteacher was very pleased with them. Governors agreed.</p> <p>Regarding Phonics in year 1, there were 7 pupils who were close to achieving the target of 32. The year 2 teacher is working with this group. There were also 6 pupils who were very below; Mrs H Skantos is working with this group on a Tuesday, Wednesday and Thursday afternoon.</p> <p>Q: A Governor asked if year 2 are a weaker cohort.</p> <p>A: The Headteacher said they are needy. The DHT expanded there are a larger group who are working at below expectations.</p> <p>Q: Another Governor asked if this is because this year group did not attend Nursery because of the Pandemic.</p> <p>A: The Headteacher said this is possible.</p> <p>Q: A different Governor queried if the teacher in year 2 can still support the other pupils bearing in mind the level of need in this class.</p> <p>A: The Deputy Headteacher said a significant proportion of year 2 did very well.</p> <p>A: The Headteacher expanded that if you look at the school's data this year group is an anomaly.</p> <p>A: The Deputy Headteacher agreed adding countrywide this is year group most impacted by the Pandemic.</p> <p>Q: A Governor noted the scores are worse than previous years.</p> <p>A: The Headteacher accepted it is a weak score.</p> <p>He then turned to year Reading. 1/3 rd of the class are at Greater Depth. Writing is still a weakness however.</p> <p>The Data linked Governor added it is a small year group with high levels of turbulence; both factors adversely impact the data.</p> <p>Finally, the Headteacher turned to the SATs results at the end of KS2. He expressed his pleasure at the very good set of results.</p>	Clerk

Index:

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	<p>He added that within this year group there were 3 very challenging pupils so these results are especially positive. He is also happy with the progress scores achieved, especially in Writing.</p> <p>A Governor noted that this is one objective in the SDP that has therefore been achieved. He congratulated the Headteacher and other Senior Leaders, as well as the year 6 team.</p> <p>The Headteacher expanded there were also 2 FSM pupils who were working towards; they also made significant progress.</p> <p>Other Governors praised this data.</p>	
12.	<p>Headteacher's Verbal Report/SEF.</p> <p><u>12.a Review of Start of Term.</u></p> <p>This had been very smooth, especially where year R are concerned. All are walking into school alone. They are mixing already with other year groups on the playground. They are a very vocal and confident group of pupils.</p> <p>There are 2 with significant needs with another pupil suffering from potentially life threatening allergies. There is a further pupil possibly starting in January with extremely complex needs.</p> <p>Governors were concerned at the impact on pupils and staffing ratios when this pupil joins in January but the Headteacher and his Deputy pointed out that the school had no choice regarding accepting this pupil on roll. They had previously expressed their concerns in this regard to the LA with no success.</p> <p><u>12.b Financial Update.</u></p> <p>The Headteacher noted the oil price is decreasing. Also, there are only 2 classes reliant on gas.</p> <p>He advised the Childcare Clubs are doing very well with the Breakfast Club average of between 20-30 pupils and the After School Club 30-40. If numbers continue as they are the school may benefit to the tune of £30,000.</p> <p>NoR at present are 214; census day is October 3rd. If numbers remain at this level the school may receive an additional £60,000 upon the amount predicted.</p> <p>Both the above will help support staffing levels next year.</p>	
13.	<p>Publication of Sports Premium Report.</p> <p>Please see item 6 on page 4.</p> <p><u>This Item will be listed on the next FGB Agenda.</u></p>	Clerk
14.	<p>Policies.</p> <p>All were available on Governor Hub prior to this Meeting.</p> <p><u>13.a Health and Safety Policy.</u></p> <p>This had already been reviewed by the Health and Safety linked Governor.</p> <p><u>Governors agreed to approve it with the understanding that it also be reviewed by another Governor (MJ) who also has relevant professional expertise.</u></p> <p><u>The Clerk will make any necessary changes, update the relevant dates and post it on the website.</u></p>	Clerk

Index:

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	<p><u>13.b Pay Policy.</u> The Headteacher said the Policy had been amended to remove specific amounts. No news regarding pay increases was yet available. A Governor asked the reference to NQTs be changed to ECTs. <u>Governors agreed to approve it.</u> <u>The Clerk will make any necessary changes, update the relevant dates and post it on the website.</u></p> <p><u>13.c Performance Management Policy.</u> The Headteacher confirmed there were no significant changes. A Governor asked the reference to NQTs be changed to ECTs. <u>Governors agreed to approve it.</u> <u>The Clerk will make any necessary changes, update the relevant dates and post it on the website.</u></p> <p><u>3.d Child Protection and Safeguarding Policy including Allegations against Staff.</u> The Headteacher said the LA required the school to adopt the Policy as is. <u>Governors agreed to approve it.</u> <u>The Clerk will make any necessary changes, update the relevant dates and post it on the website.</u></p> <p><u>The Clerk will update the Policies Review Cycle.</u></p>	Clerk Clerk
15.	<p>Governing Body SEF-Review of questions 11, 13 and 20. 11. How effectively does our strategic planning cycle drive the governing board's activities/agenda setting? - Amber July 2022 · Strategic planning during FGB which can be seen in agenda and minutes and our annual report but a Governor could attend termly SLT meetings · We need to produce a more detailed annual work plan for the governing board. The Plan of work has now been prepared. Also, selected Curriculum Subject Co-ordinators will present at future FGB Meetings. Governors are also linked to Subject Co-ordinators and visit once a term. <u>Governors agreed to amend this section as above and re rated themselves as green.</u></p> <p>13. How do we make regular reports on the work of the governing board to our parents and local community? - Amber/Green July 2022 · Website – online information that meets statutory requirements and is regularly reviewed and updated · Visibility at parent's meetings · Governing board minutes that are easily accessible · Governing body annual report · We could produce a section in the school newsletter each term.</p> <p>Governors agreed to attend at the upcoming Parents Evenings on 3 and 11th October from 3.30 pm to 7.30 pm. The Headteacher will also update the website as discussed and the Clerk will ask Governors if they are happy for photographs of themselves to be displayed thereon. Governors are also to start producing a Governor Blog.</p>	Clerk

Index:

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	<p><u>Governors agreed to amend this section as above and re rated themselves as green.</u></p> <p>20. How much has the school improved over the last three years, and what has the governing board’s contribution been to this? - Amber July 2022 · This has been difficult due to Covid so changes rather than improvements have been necessary · Development plans and outcomes that are monitored and evaluated as can be seen in the minutes · Internal and external data presented to and understood by governors and acted upon · Evidence that governors expect improvement and expect to hold senior staff to account · Governing board self-evaluation and evidence of impact identified · Evidence of support and challenge from governors in minutes · Reports from monitoring visits · We could produce a Governing board’s monitoring plan · We need to discuss the findings from our visits in the FGB.</p> <p>The Headteacher suggested Governors supported the school through the Pandemic and when it returned. The Deputy Headteacher added staff are supportive of Subject Lead Co-ordinators and are in the process of developing closer relationships with them. Governors are now meeting termly with them. Governors also agreed to include a sentence explaining how the experienced Finance Committee members monitor the Budget closely in these challenging times and work with the new Business Manager. Governors also discuss recruitment with the Headteacher and work with him for the benefit of the school community. Governors agreed the last 2 bullet points could be deleted.</p> <p><u>Governors agreed to amend this section as above and re rated themselves as green.</u></p> <p><u>The Clerk will make the necessary arrangements, repost the SEF on Governor Hub and list a further 3 questions on the next FGB Agenda.</u></p>	Clerk
		Clerk
16.	<p>Any Other Business.</p> <p>The Headteacher informed Governors the Harvest Festival is scheduled for 12th October at St Mary’s. There will be a link available to allow virtual attendance.</p>	Clerk
	Part I of the Meeting closed at 8.55 pm	

Date of next FGB Meeting: 12th December 2022 at 7.30 pm.

Date of next Finance Committee Meeting: 1st November 2022 at 9.30 am.

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

Date of next Staffing Committee Meeting: To be confirmed.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

Index:

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