

**NON-CONFIDENTIAL MINUTES**  
**OF VIRTUAL FULL GOVERNING BODY MEETING**  
**BURGHFIELD ST MARY'S (CONTROLLED) PRIMARY SCHOOL**  
**Monday 12<sup>th</sup> December 2022**

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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), Matthew Jackson (MJ), Joanne Lambdon (JL), Ruth Leuillette (RL), Deborah Marsden-Kwan (DMK), Colin Thompson (CT), Gemma Toms (GT).
In attendance:	Susan Cherry (SC) and Mrs S Clifford (Left Item 3 at 8.10 pm)

The meeting was quorate.

Agenda Item	Key Points.	Action
1.	<p><b>Welcome, Apologies, AOB Declaration and Opening Prayer.</b>            The Chair welcomed everyone to the Meeting. Mr D Godwin and Rev G Lautenbach had previously sent their apologies which the Governing Body accepted.            No items of AOB had been declared prior to this Meeting.            A Foundation Governor led the Meeting in the opening prayer</p>	
2.	<p><b>Declaration of Pecuniary Interests.</b>            There were no pecuniary interests to declare.</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>	
3.	<p><b>Subject Leader Presentations.</b>  <u>3.a Science.</u>            The school's aim is for all pupils to develop scientific knowledge and a conceptual understanding of the subject, to undertake different forms of scientific enquiry and that they are fully equipped with the necessary scientific skills.            In year groups teachers have planned out the scheme of work so the breadth of knowledge as stated in the national curriculum is taught through set topics.            The emphasis is on working scientifically. Questions in KS1 start very simply and increase in complexity as pupils move through the school. Skills taught and processes used also increase in complexity as pupils move through the school.</p>	

**Index:**

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The school uses a 2 year rolling programme of planning. The first wave of teaching is of a high quality with this being reinforced in 2 years' time. Greater depth opportunities are catered for; at training the Science Lead recently attended teachers were advised to provide 'curved ball' moments to further stimulate these pupils.

Those pupils who are struggling or who are SEND are also supported. BSM does not follow a specific Science scheme of work. This allows the school more flexibility and variety of choice.

The planning documents prepared signpost teachers to suggested resources.

In the EYFS pupils learn about the natural world, making observations and recording these objectives.

This year the school has introduced the use of Assessment Diaries. After each session teachers record who has met the learning objectives, who has not, also writing down any other notes or observations.

These feed into the end of year target cards and final reports.

Focusing on impact, teachers have created positive attitudes to scientific learning and have reinforced the expectation that all pupils can achieve in Science and do well.

The Science Lead added that 'WOW' moments have been planned in to ensure a memorable hook for the topic for each pupil. Trips and planned investigations support planned study.

Future aims are to provide more opportunities for outdoor learning by using the Lodge and by providing outdoor scientific areas such as a permanent science garden.

Q: A Governor asked if no specific Scientific scheme of work is used how does the Science Lead ensure consistency across the school.

A: The Science Lead said there is detailed planning in place with scrutiny of work ongoing.

The Headteacher added the school has devised its own scheme of work as a whole staff.

The Deputy Headteacher said planning is very tight in terms of the national curriculum requirements.

Q: Are learning objectives ticked off every time a section of study is completed.

A: Yes.

Q: Another Governor asked if this is time consuming.

A: Yes. However, this allows for comments made alongside other notes and observations to be recorded immediately. Having this data in the Assessment Diaries make it easier when carrying out the end of topic review.

The Science Lead then provided a copy of a blank target card for Governors to look at. The Headteacher expanded copies of these can be found on the class pages on the website.

Q: A different Governor asked if schemes of work are delivered continuously.

A: The Science Lead referred again to the two year rolling programme.

Q: The above Governor expressed her concern that pupils who leave BSM or who join from other schools may miss a particular area of study.

**Index:**

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	<p><b>A: The Headteacher explained that with the 2 year rolling programme pupils will have an opportunity to overlearn 2 more times.</b></p>	
	<p><b>3.b History.</b>  The aim is to ensure all pupils gain a coherent knowledge and understanding of Britain’s past and the wider world. Pupils are encouraged to ask questions and think critically so they understand the complexity of people’s lives.  Again, a 2 year rolling programme is used. Chronologically, pupils have to study from the Stone Age to the present day interlinked with the study of world history.  Rigorous planning ensures the national curriculum objectives are covered. Pupils are encouraged to see links across the different time periods. Those pupils working at greater depth are offered opportunities to stretch and challenge themselves.  Pupils working below expectations and with SEND are also supported. Again, teachers follow no specific scheme of work. This allows greater flexibility.  As with Science, ‘WOW’ moments are also built into the curriculum. Outcomes are evidenced in topic books and through conversations with children.  Key is detailed planning and teaching to encourage pupils to ask questions, think critically, sift arguments and develop perspective and judgement skills.  Progress is monitored in and through the Assessment Diary which feeds into the end of year data. There are no target cards for History. The History Lead then shared photographs of pupils’ work.  <b>Q: A Governor asked if different year groups study different time periods?</b>  <b>A: The History Lead said all cohorts study from the Stone Age to the present day. Pupils have to know what goes where on the timeline.</b>  <b>Q: Another Governor asked how does the school know pupils retain what they have been taught.</b>  <b>A: The Headteacher said topics are taught on a 2 year rolling programme so pupils will revisit subjects at least 2 more times if they remain at BSM from year R to 6.</b>  <b>The Deputy Headteacher added the teachers plan together and this allows them to remind pupils when teaching a topic of when they studied it originally.</b>  <b>Q: A different Governor asked if cross curricular links are also made.</b>  <b>A: The Headteacher said yes; for example, an appropriate Reading text may be chosen. Also, the ‘WOW’ moments designed are long remembered by pupils.</b></p> <p><b>Governors thanked the Science and History Leads for her very informative presentation.</b></p>	
4.	<p><b>Governing Body Matters.</b>  <b>4.a Governor vacancy-upcoming Co-opted Governor vacancy.</b>  Three candidates have applied; their applications have all been posted on Governor Hub.</p>	

**Index:**

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<p>The Chair had reviewed them and 2 were parents 1 from the wider community.</p> <p>She would like to propose the school invite Mrs J Bell, the candidate from the wider community, to take up the role. She felt it important that the balance of the Governing Body be retained.</p> <p>She said this candidate was known to the Chair of the Finance Committee who said she was previously the Chair of Finance at the Willink.</p> <p>She was an experienced former Governor and her skill set matched BSM's need for a Governor with a financial background.</p> <p><b><u>It was agreed she would be contacted and invited to meet with the Chair and Vice-Chair.</u></b></p> <p><b><u>The Governing Body was very grateful for the interest of the other two candidates and agreed to write to them on this basis. Parent Governor elections are due in 2 years' time.</u></b></p> <p><u>4.b Governor vacancies.</u></p> <p>The Chair announced that the LA Governor had resigned with immediate effect for personal reasons.</p> <p>A Parent Governor said she would be happy to be transferred to this role. This would then free up a Parent Governor vacancy.</p> <p><b><u>Governors discussed the procedure for fulfilling such a post with the Clerk agreeing to contact Governor Services.</u></b></p> <p>The Chair advised the LA Governor had been the Vice-Chair of the FGB. This post therefore needed to be filled.</p> <p><b><u>A Governor offered to take on this role on the understanding that she did not have the resources at present to step up to Chair. No other Governors expressed an interest.</u></b></p> <p><b><u>Governors duly elected her to the post of Vice-Chair.</u></b></p> <p><a href="#">The Chair reassured her she was not planning to step down and thanked her for her support.</a></p> <p>The Co-opted Governor who is leaving after Ofsted is the PPG linked Governor. This role also needs to be filled.</p> <p><b><u>The Headteacher made the point that PPG pupils are already discussed as part of his regular Meetings with the Data linked Governor.</u></b></p> <p><b><u>She offered to take on this role.</u></b></p> <p><a href="#">The Chair thanked her for her help.</a></p> <p>The Chair then added the LA and Co-opted Governors' subjects will be reallocated when new Governors fill these vacancies.</p> <p>The Clerk will update the Governing Body records.</p> <p><u>4.c Confirm Vice-Chair of the Finance Committee.</u></p> <p><b><u>Mr P Hampton had agreed to accept the role of Vice-Chair of the Finance Committee.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>GT</p> <p>RL</p>
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**Index:**

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<p><b><u>At the last Committee Meeting he had been voted to this post in absentia.</u></b></p> <p><b><u>The Clerk will update the Governing Body records.</u></b></p> <p><u>4.d Any outstanding Forms to be completed.</u> The Clerk only one Governor had one Form outstanding. <b><u>She will contact this Governor accordingly.</u></b></p> <p><u>4.e Review of Foundation Governors' termly meetings.</u> This had taken place. A Foundation Governor who had attended this Meeting advised she would be presenting on the Diocese's Space Makers programme to an upcoming Staff Meeting. <b>Q: A Governor asked what the Space Makers programme is about.</b> <b>A: A Foundation Governor said it focuses on health and well-being exercises that can be done in class.</b></p> <p><u>4.f To note the Sports Premium Report is now on the website.</u> The Clerk advised this is now on the website. The Headteacher advised Governors of the difficulty he was experiencing in sourcing a pool to provide swimming lessons for pupils; this year he hopes to book for years 5 and 4. The Willink had now agreed to host lessons for year 4 with the Business Manager in the process of sourcing another venue for year 5.</p> <p><u>4.g Review and approve PPG Statement.</u> A draft was posted on Governor Hub prior to this Meeting for approval. The PPG linked Governor had reviewed it and had the following comments to make:</p> <ol style="list-style-type: none"> <li><b>1 On page 2 there are two figures missing.</b> <b>Q: On page 4 the figures are the same as last year.</b> <b>A: The Headteacher advised this is because there are the same number of eligible pupils and the funding has no changed.</b></li> <li><b>2 Q: Also, the wording in 'activities' on year is the same as last year.</b> <b>A: This is because the strategy remains the same.</b> <b>The PPG linked Governor said it looks as though we have made no effort to review and update this Report. A sentence should be inserted to explain why this section remains unchanged.</b></li> <li><b>3 In part B, the first paragraph should be removed.</b> <b>A sentence should be included stating that the school's principles and aims for last year were the same as for 2020-2021 so this section remains similar to that previously seen.</b></li> </ol> <p><b><u>The Headteacher agreed to make the necessary changes and share the revised version with the Chair and PPG linked Governor before the end of this week.</u></b></p> <p><u>4.h Governor Monitoring Programme.</u> <b><u>A Governor has yet to rearrange his second PE linked Visit. He has still to send in the Report from his first Visit.</u></b></p>	<p>Clerk</p> <p>Clerk</p> <p>AG</p> <p>SD</p>
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**Index:**

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	<p><b><u>Another Governor will also write up her notes from her first Visit.</u></b>  <b><u>The Chair asked Governors to use the templates on Governor Hub and send them to the Clerk</u></b></p>	RL Clerk
5.	<p><b>Minutes of the Full Governing Body Meeting held on 26<sup>th</sup> September 2022 and Action Log.</b>  <b><u>5.a Minutes of the last Full Governing Body Meeting held on 26<sup>th</sup> September 2022.</u></b>  <b><u>Governors agreed the Minutes of the last Full Governing Body Meeting held on 26<sup>th</sup> September 2022 were otherwise a true and accurate record of the Meeting and could be signed.</u></b>  <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><b><u>5.b Matters Arising (Refer to Action Log).</u></b>  An Action Log for the Full Governing Body Meeting held on 26<sup>th</sup> September 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 actions numbered 6 and 7 have been completed.</p> <p><b>Number 18-Governor Blog.</b>  The next Blog will be written by the Finance Committee in April/May.</p> <p>Actions numbered 24 and 27 have also been completed.</p> <p><b>Number 31- DHT to look into sourcing training for the member of staff to be appointed Senior Mental Health and Well-Being Lead.</b>  The Deputy Headteacher said this had been paused for the time being.</p>	JL Clerk
6.	<p><b>Health and Safety Update (Standard Agenda Item).</b>  <b><u>6.a The Health and Safety Audit.</u></b>  This has now been completed. The school achieved 83%, 5 marks down on last time. BSM is still good.  The reduction is due to the fact there was no risk assessment or COSHH Data Sheets for the Glue Sticks, PVA Glue and Paints used in class.  Also, staff have not received training in Legionella, Asbestos etc since before the Pandemic.  <b><u>The Report will go to the Site and Buildings Committee to review in detail. An Action Plan will be devised and worked through.</u></b>  <b>Q: Were any major issues highlighted?</b>  <b>A: No.</b></p> <p><b><u>6.b Health and Well-Being of Staff.</u></b>  <b>Q: A Governor asked how this was.</b>  <b>A: The Headteacher said this term has been a struggle.</b>  <b>Q: Is there any way Governors can help.</b>  <b>A: No the problem is the workload and pupils' motivation.</b>  <b>The Governing Body is always very supportive of staff.</b></p>	Sites and Buildings Cm

**Index:**

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	<p>The Chair said next term she and the Deputy Headteacher plan to meet staff on a 1:1 basis as before for a catch-up.</p> <p><b>Q: The Headteacher suggested a thank you prior to the end of term from Governors would also be well received.</b></p> <p><b><i>A: The Chair agreed to draft up an appropriate email.</i></b></p>	JL
7.	<p><b>Safeguarding Update (Standard Agenda Item).</b></p> <p>The Safeguarding Governor had been into school and met with the Headteacher. She had also carried a check of the SCR. She had also helped the Headteacher complete the Safeguarding Audit which had been returned to County.</p> <p><b><i>The Clerk will post a copy of this on Governor Hub for Governors to read.</i></b></p> <p>The Safeguarding Governor has also attended the latest Forum Meeting.</p>	Clerk
8.	<p><b>Curriculum Standards (Standard Agenda Item).</b></p> <p>New sections have been included in the Governor Knowledge folder which has been updated on Governor Hub.</p> <p><b>Q: A Governor asked if Governors could attend a future planning meeting.</b></p> <p><b>A: The Headteacher said this was certainly possible. The next one is due in March of 2023.</b></p> <p>He advised the Parent Overview for next term will be issued at the end of this week. The Spring term's topic is Inventors and Inventions.</p>	
9.	<p><b>Headteacher's Written Report/SEF.</b></p> <p>This was emailed prior to this Meeting and posted on Governor Hub.</p> <p><u>9.a Context.</u></p> <p>Attendance is 4.9%. Unauthorised is 0.6%. Attendance is still 94.5% which is acceptable and above the national average. It is down because of the high levels of illness reported this term.</p> <p><u>9.b SEND Report.</u></p> <p><b>Q: A Governor said in the SEND Report it lists 3 pupils with EHCPs. Earlier in the Report it states 2. The former figure is correct.</b></p> <p><b><i>A: The Clerk will amend this.</i></b></p> <p><b>Q: The Report says the ELSA works every afternoon and just on Wednesdays. The latter is correct.</b></p> <p><b><i>A: The Clerk will amend this.</i></b></p> <p><u>9.c The personal development, behaviour and welfare of pupils.</u></p> <p>Pupils' behaviour has been good. The School Council is now up and running and other posts filled. CPOMS is working extremely well and is a great addition to the school's arsenal.</p> <p><u>9.d Early Years.</u></p> <p>The baseline tests have now been completed.</p>	<p>Clerk</p> <p>Clerk</p>

**Index:**

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	<p><b><u>Policies approved and duly ratified by the FGB at this Meeting were:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1 Financial Management, Policy and Procedure,</u></b></li> <li><b><u>2 Lettings and School Fund,</u></b></li> <li><b><u>3 Charging and Remissions,</u></b></li> <li><b><u>4 Governors Expenses.</u></b></li> </ol> <p><u>12.b Staffing Committee Meeting 8.11.2022.</u>  <b><u>Governors ratified the election of the Chair and Vice-Chair and approved the Terms of Reference.</u></b></p> <p><b><u>Policies approved and duly ratified by the FGB at this Meeting were:</u></b></p> <ol style="list-style-type: none"> <li><b><u>1 ECT,</u></b></li> <li><b><u>2 Pay.</u></b></li> </ol> <p><u>12.c Sites and Buildings Committee Meeting 4.11.2022.</u>  <b><u>Governors ratified the election of the Chair and Vice-Chair and approved the Terms of Reference.</u></b>  <b><u>The Clerk will update the Policies Review Schedule.</u></b></p>	Clerk
13.	<p><b>Policies.</b>  These were all on Governor Hub prior to this Meeting.</p> <p><u>13.a Acceptable Use of ICT, Behaviour Principles Written Statement and Policy, Children with Health Needs who cannot attend school and Looked After and Previously Looked After (Annual Review Cycle).</u>  These were due for review as part of the Annual Review Cycle.  No changes were required.  <b><u>Governors again agreed to ratify these Policies.</u></b>  <b><u>The Clerk will update the Control Document, change the dates and ensure and relevant Policy is posted on the website.</u></b>  <b><u>The Clerk will update the Policies Review Schedule.</u></b></p>	Clerk Clerk
14.	<p><b>Governing Body SEF: Questions 7 and 8.</b>  <b>Question 7 asks “Do we engage in good succession planning so that no governor serves for longer than two terms of office and the chair is replaced every 6 years.”</b>  Governors agreed this could be moved to amber.  Governors agreed succession planning was discussed regularly for e.g at this Meeting a new Vice-Chair had been elected and roles redistributed.  Once the Governing Body is full this could perhaps be marked as green.</p> <p>Question 8 asks “Does the chair carry out an annual review of each governor’s contribution to the board’s performance?”  Governors agreed this could be moved to amber.  Minutes are regularly reviewed and colour coded and Governors activities are clear. All Governors are active and this is evident in the Minutes.  <b><u>Clerk to update the Governing Body SEF.</u></b></p>	Clerk
15.	<p><b>Any Other Business.</b>  <u>15.a Dates of upcoming Meetings.</u>  The dates of the upcoming Meetings were discussed and agreed as detailed below.</p>	

**Index:**

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	<b><i><u>The Clerk will inform those Governors not present.</u></i></b>	Clerk
	There were no Items of any other business.	
	Part I of the Meeting closed at 9.40 pm	

**Date of next FGB Meeting:** Is 22<sup>nd</sup> March 2023 8.30 am until 12.30 pm.

**Date of next Finance Committee Meeting:** Is 17<sup>th</sup> January 2023 at 9.30 am.

**Date of next Sites and Buildings Committee Meeting:** Is 27<sup>th</sup> January 2023 at 9.15 am.

**Date of next Staffing Committee Meeting:** Is 6<sup>th</sup> June 2023 at 9.15 am.

Signed:.....

(Miss J Lambdon, Chair of FGB)

Date:.....

**Index:**

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