

Burnham Copse Primary School
Minutes of Full Governing Board Meeting
Tuesday 22nd November 2016

Present:

Ali Armstrong (AA) - Headteacher	Jason Miles (JM) - Chairman
Laura Fairs (LF)	Helen Follett (HF)
Nick Hicks (NH)	Jo Hunter (JH)
Gill Keightley (GK)	David Read (DR) - from 5.42pm
Natalie Stuart (NS) -from 5.42pm	Tracey Tatam (TT) - from 6.09pm
Careyanne Williams (CW)	

Apologies: Lewis Ambler (LA)

In attendance: Lisa Philpott (LP) - Clerk

The meeting commenced at 5.35pm.

Item	Subject	Action
1. 1.1 1.2	<p><u>Welcome, Apologies and Disclosure of Interests</u></p> <p>The chairman welcomed everyone to the meeting, particularly the new co-opted governor Nick Hicks. Apologies for absence were received and accepted from L Ambler. Apologies for lateness were received and accepted from T Tatam.</p> <p>Business interest forms were signed where necessary. LF declared an interest for item 10.1 - Forest School, as she works for a provider of Forest School training.</p>	
2.	<p><u>Election of Vice-Chairman</u></p> <p>There was one nomination for the position of vice-chairman, David Read. David was unanimously approved to take on this role. <i>NS and DR arrived at 5.42pm.</i></p>	
3. 3.1 3.2 3.3	<p><u>Items to be raised under AOB</u></p> <p>3.1 Forest School information (LF)</p> <p>3.2 Winter Staff/Governor Lunch (CW)</p> <p>3.3 Recognition of P Waterfield's contribution to the GB (HF/LF)</p>	
4. 4.1 4.2	<p><u>Minutes of the FGB meeting held on 11 October 2016</u></p> <p>4.1 <u>To approve and sign:</u> The minutes were circulated before the meeting and were confirmed as a true and accurate record. The minutes were then signed by the Chairman and passed to the clerk for filing.</p> <p>4.2 <u>Matters arising plus those arising from meeting on 11 July 2016:</u></p> <p><u>Item 4 - SSDP Level of School Support:</u> The headteacher provided a verbal summary of the agreed support:</p> <ul style="list-style-type: none"> • SEN will be reduced to one day and will take place in the spring term • English will be reduced to one day • Maths will be reduced from 4 days to 2/3 days • LLP - 4 days will be maintained but will include a monitoring visit and report in the second half of the spring term. <p><u>Item 4 - Information sharing for GB:</u> Following investigations by the headteacher, it was agreed that the preferred option would be for the current website provider to develop an area on the school website for</p>	

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	<p>governors to access securely. This would enable all documents to be held securely and governors would still receive notification emails to their current email addresses. ACTION: Confirm costs with website provider.</p> <p><u>Item 4.1 - Governors' Plan:</u> This is covered under Item 6.1. <u>Item 5.1.2 - Headteacher Performance Management Committee (HPMC):</u> Following advice from Governor Services, it was agreed that there should be three members of the HPMC and four members of the Pay Committee. Lewis Ambler agreed to be the fourth member of the Pay Committee. <u>Item 6.2 - Safeguarding Audit:</u> This was submitted on 13 October 2016. <u>Item 7.2 - Co-opted Governor nomination:</u> Nick Hicks joins us today as our new co-opted governor.</p> <p><u>From meeting on 11 July 2016</u> <u>Item 6.2.2 - Complaints Policy & Procedure:</u> It was previously agreed that the model policy should be tailored to BCPS. ACTION: HT to tailor and circulate before next FGM.</p>	<p>AA</p> <p>AA/FGB</p>
<p>5.</p> <p>Q.</p> <p>A.</p> <p>Q.</p> <p>A.</p> <p>Q.</p> <p>A.</p> <p>Q.</p> <p>A.</p> <p>Q.</p> <p>A.</p>	<p><u>Headteacher's Written Report</u> The HT's report was circulated before the meeting and several governors asked questions in advance of the meeting. <u>Class Organisation:</u> Will there be a recruitment process for the Y1/2 phase leader? Yes, there are two members of staff who have expressed an interest. One governor, who has attended safer recruitment training, offered support with this process.</p> <p>Are there cost implications with employing teachers on a supply basis? No, there is no additional financial impact for the school.</p> <p><u>INSET & Training</u> What is 'Resilience & Day Book'? This refers to the work the HT carries out with other school leaders to encompass strategies to maintain resilience and support own wellbeing and therefore ability to sustain the role more effectively long-term.</p> <p>Many of the training courses are one-off courses which will be passed down to other members of staff and link with the SSDP targets.</p> <p><u>Support Staff Meetings</u> What was identified in the skills audit? LSA's views were sought on what additional support and/or training they required. The importance of evidence and precision teaching was discussed. (TT arrived at 6.09pm)</p> <p><u>Curriculum Enhancement</u> Governors acknowledged the variety of activities and workshops offered to enhance the curriculum.</p> <p><u>Attendance</u> What work is being done to improve the attendance rate of 96.7% even further? Some of the children with lower attendance have special educational needs. Their IEPs will have specific targets on attendance. It was noted that there are some children with significant medical needs included in the</p>	

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	<p>overall attendance data. Pure data can be analysed if required.</p> <p><u>SEN Report</u> The SEN report was circulated before the meeting and a discussion took place. It was noted that positive relationships with families of children with SEN are being built and outside agencies are used where necessary. An update on the Supporting Families Programme offered by the HCC Family Support Service was provided.</p>																			
<p>6. 6.1</p> <p>6.2</p>	<p><u>Strategic School Development Plan (SSDP)</u> <u>Governors' Plan</u> - A meeting has taken place between JM, DR and TT to work on the Governors' Plan which will be closely linked to the SSDP. LF & NS offered support with this. ACTION: Update to be emailed to all governors.</p> <p><u>Arrange Monitoring Visits</u> These will be arranged once the Governors' Plan has been updated.</p>	<p>JM</p> <p>Agenda</p>																		
<p>7. 7.1</p> <p>7.1.1</p> <p>7.1.2</p> <p>7.1.3</p> <p>7.1.4</p> <p>7.2</p> <p>7.2.1</p>	<p><u>Committee Reports</u> <u>Finance & Facilities - 7 November 2016</u> The minutes were circulated before the meeting and JM provided a verbal summary.</p> <p>Approve mid-year budget revisions: The revised budget figures are within the minutes and were approved as follows:</p> <table border="1" data-bbox="300 1003 1318 1339"> <thead> <tr> <th></th> <th>£</th> <th>pounds</th> </tr> </thead> <tbody> <tr> <td>Income</td> <td>1,289,145</td> <td>One million, two hundred and eighty nine thousand, one hundred and forty five</td> </tr> <tr> <td>Expenditure</td> <td>1,325,081</td> <td>One million, three hundred and twenty five thousand, and eighty one</td> </tr> <tr> <td>In year (Deficit)</td> <td>(35,936)</td> <td>(Thirty five thousand, nine hundred and thirty six)</td> </tr> <tr> <td>Surplus B/fwd</td> <td>55,584</td> <td>Fifty five thousand, five hundred and eighty four</td> </tr> <tr> <td>Cum Surplus C/Fwd</td> <td>19,648</td> <td>Nineteen thousand, six hundred and forty eight</td> </tr> </tbody> </table> <p>Approve SLA's: The SLAs were discussed at the F&F meeting and were approved.</p> <p>Approve Pay Policy: The pay policy was circulated before the meeting and was approved.</p> <p>Approve Performance Management & Capability Procedures: The performance management and capability procedures document was circulated before the meeting and was approved. It was noted that the HPMC will consist of three governors.</p> <p><u>Children's Committee - 14 November 2016</u> The minutes were circulated before the meeting and DR provided a verbal summary. The latest Raise Online and Inspection Dashboard data was discussed at the meeting and paper copies were made available for governors. Forest School was discussed and this is raised under item 10.1.</p> <p>Approve Terms of Reference: The terms of reference were circulated before the meeting and were approved.</p>		£	pounds	Income	1,289,145	One million, two hundred and eighty nine thousand, one hundred and forty five	Expenditure	1,325,081	One million, three hundred and twenty five thousand, and eighty one	In year (Deficit)	(35,936)	(Thirty five thousand, nine hundred and thirty six)	Surplus B/fwd	55,584	Fifty five thousand, five hundred and eighty four	Cum Surplus C/Fwd	19,648	Nineteen thousand, six hundred and forty eight	
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7.2.2	Approve Business Timetable: The business timetable was circulated before the meeting and was approved.	
7.2.3	Approve SEND Policy: The SEND policy was circulated before the meeting and was approved.	
7.2.4	Approve Charging & Remissions Policy: The charging and remissions policy was circulated before the meeting and was approved. It was agreed that this should be reviewed annually.	
8.	<u>Governor Vacancies</u>	
8.1	<u>Co-opted Governor</u> There is one further vacancy for a co-opted governor. Governors are to put forward any recommendations.	
8.2	<u>Parent Governor</u> There has been one nomination for parent governor. The clerk confirmed that there does not need to be an election process and, subject to the nominee meeting all qualification criteria, they can start immediately. ACTION: Application form to be sent to Headteacher to pass to parent.	LP/AA
9.	<u>Training</u>	
9.1	<u>Whole GB training session</u> - This will take place on Wednesday 11 January 2017 at 6.30pm. The topic is 'Holding school leaders to account'.	All
9.2	<u>Safer recruitment</u> - There is a need to increase the number of governors trained in safer recruitment. The DTG is to provide details of next available courses.	CW
9.3	<u>Other training</u> - NH to be booked on new governor training.	CW
10.	<u>Any other business</u>	
10.1	<u>Forest School</u> - Following the Children's Committee meeting, LF provided a further update on Forest School and this was circulated before the FGB meeting. A discussion on the benefits to children and the impact on wellbeing took place. The aim is to secure funding for training via grants. All governors acknowledged the benefits this provision could offer the children at BCPS. ACTION: Further updates to be provided in Children's Committee.	Children's
10.2	<u>Winter Staff/Governor Lunch</u> - It was agreed that this would take place on the Inset day on 3 January 2017 and CW offered to coordinate donations.	CW/All
10.3	<u>P Waterfield</u> - A date to formally open the new building is to be finalised. A governor offered advice on a suitable tree to be planted to mark the occasion.	AA/LF
11.	<u>Date of next meeting:</u> Wednesday 22 March 2017 at 6.30pm	

The meeting closed at 8.30pm.

Signed: Date:

Name: