



Burdett-Coutts

FGB Minutes 22.09.2022

MINUTES OF A MEETING OF THE GOVERNING BODY OF BURDETT-COUTTS
AND TOWNSHEND FOUNDATION CHURCH OF ENGLAND PRIMARY
SCHOOL HELD IN SCHOOL AND ONLINE BY GOOGLE MEET ON 22nd
SEPTEMBER 2022 AT 6PM

Attendees

Name	Category of Governor	Term of Office
Ms. S. Agabani	Elected parent	12/10/19 - 12/10/22
Mr N. Argawal	Local Authority	26/05/22 - 25/05/26
Miss Y. Barnett	Ex-officio (Headteacher)	Appointed 01/09/20
Mrs J. Bates	Foundation (Deanery)	24/01/19 - 23/01/23
The Revd. H Bickley-Percival	Foundation (PCC)	07/07/22 - 06/07/26
Ms. N. Bowles	Chair Foundation (LDBS)	21/02/22 - 20/02/26
Rev G. Buckle	Ex-officio (Vicar of St. Stephen's)	Appointed 03/14
Mrs S. Lee	Elected staff	13/10/21 - 12/10/25
Ms. S. Nicholls	Elected parent	02/12/21 - 01/12/25
Ms. A. Sladdon	Vice Chair Foundation (LDBS)	02/12/21 - 01/12/25
Ms. E. Standing	Foundation (Trustees)	11/03/2021- 10/03/25
Vacancy	Foundation (Trustees)	

In attendance:

- Mr N. Cressy, Bursar
- Ms. K. Baker, Interim Clerk

Item	Minutes
1	Opening prayer/welcome
1.1	The interim clerk welcomed all to the meeting. An opening prayer was given by The Revd Graham Buckle.
2	Apologies for absences
2.1	Apologies were offered by AS
3	Declaration of interests
3.1	There were no declarations of interests on any item on the agenda.
4	GB membership matters
4.1	<p>Election of Chair and Vice-Chair: Nominations for the position of Chair and Vice-Chair of Governors was requested by the interim clerk. NB had self-nominated (by email) to stand for Chair. JB stated at the meeting that she would also stand for Chair. After a discussion about GB succession planning and development, JB elected to stand for Vice-Chair. There were no further nominations for either position.</p> <p>A vote was carried out and NB was nominated to be Chair of Governors (majority approval with one member abstaining). Following this, a vote for Vice-Chair was carried out and JB was nominated as Vice Chair (majority approval, with no abstentions).</p> <p>The meeting was handed over to the Chair of Governors.</p> <p>Elections to forums and committees: Nominations were made, with governors elected to the following forums and committees:</p> <ul style="list-style-type: none"> ● Business & Finance: Y Barnett, E Standring, N Agarwal & N Bowles ● Outcomes: Y Barnett, J Bates, S Nicholls & N Bowles ● Ethos: E Camplin, Revd G Buckle, Revd H Bickley-Percival & N Bowles ● HTPM: E Standring, S Nicholls & N Bowles ● Admissions: Y Barnett, Revd G Buckle & Revd H Bickley-Percival ● Pay: Y Barnett, J Bates, E Standring & N Agarwal <p>Election of Link Governor roles: Nominations were made, with governors elected to the following roles:</p> <ul style="list-style-type: none"> ● Safeguarding: J Bates ● Health & Safety: N Bowles ● RE & CW: The Revd H Bickley-Percival ● SEND & Inclusion: E Standring <p>Governors were asked to fill in the Register of Business Interests and also to confirm that they had read and signed the following declarations on GovernorHub:</p> <ul style="list-style-type: none"> ● KCSIE Sept 2022 (Pt 1) ● GB Code of Conduct ● ICT User Agreement ● Email Security & Etiquette Guidance

5	Approval of the minutes of 7th July and any matters arising.
5.1	The Chair asked if there were any amendments to the minutes of the last meeting. No amendments were made and the minutes were approved unanimously.
6	Chair's Report (to include chair's actions / urgent decisions taken since the last meeting)
6.1	<p>Governors were directed to the Chair's Report tabled in Governor Hub. Meetings between the Chair and the Head Teacher continue to take place regularly. There had been no Chair's Action since the last FGB meeting on 07 July 2022. There has also been no complaint received.</p> <p>SIAMs: The school was firmly within its SIAMs inspection schedule, with an inspection likely any time between now and 31 December 2022. An LDDBS-led SIAMs governors training/ briefing session would be organised for the Autumn term, unless the inspection happened before that.</p> <p>NB stated that there had been an Ethos Forum meeting with E. Camplin, RE & CW Lead on 14 July, to discuss the role, delivery and impact of RE and CW across the school. Governors were directed to the feedback report tabled in GovernorHub.</p> <p>Strategic: Governors were directed to documents and links shared in GovernorHub, including a letter from the newly appointed LDDBS Diocesan Director of Education, Penny Roberts. A 2022/2023 calendar and planner of meeting dates was shared to approve the dates for the year. GB asked if further meetings could not be scheduled on major church occasions. It was felt that the GB meeting calendar & planner would help avoid such occurrences especially as meeting dates were approved by all present.</p> <p>Outcomes: Governors were directed to the feedback report table in GovernorHub.</p> <p>The Outcomes Forum had met on 14 July with YB and Helen Ridding (LDDBS School Advisor) to discuss the school's national outcomes. Given recent challenges, both nationally (Covid) and in school (outcomes below the national average in prior years), the current result sets, both for KS1 and KS2 as well as for Phonics and EYFS, can be fully celebrated by governors.</p> <p>Results are very positive - a clear indicator of the impact of the quality of teaching, school leaders' decision to keep class sizes small to enable teachers to focus on closing gaps in pupils' knowledge, and the additional leader time which has supported teachers in delivering the curriculum effectively.</p> <ul style="list-style-type: none"> ● KS2: Reading 88% (20) Writing 84% (16) Maths 84% (28) RWM 76% ● KS1: Reading 93% (50) Writing 71% (7) Maths 100% (43) RWM 71% (7) ● Phonics Y1 (72%) and Y2 (50%) ● EYFS: GLD (65%) with 2 EHCPs from a cohort of 20 children <p>Recommended focus for the 2022/2023 School Development Plan included EYFS, Writing, Phonics, SIAMs (developing the vision, spirituality and church links), Finance (remaining viable) and Governance (rebuilding and succession planning). Other aspects include: improving technology, embedding curriculum, building on positive parental engagement and securing 100% Good teaching.</p> <p>Training: Training remains of utmost importance for governors to keep themselves abreast of the latest changes in school governance. Governors were encouraged to use GovernorHub fully, and to make use of The Key for School Governors, which provides a wealth of information as well as bite-sized online training modules.</p>

	<p>Governors were encouraged to sign up for courses, particularly those run by the LDBS and offered online via The Key for Governors. It was noted that governors were required to complete a safeguarding course at the point of induction, so governors were directed to the LDBS course taking place on 3 October or the online option via The Key for Safeguarding.</p> <p>Clerking: Options for an external clerking service had been explored but this was still ongoing. NB will contact the Local Authority to see if they have any candidates.</p>
7	Head Teacher's Report
7.1	<p>YB presented a verbal report.</p> <p>The new academic year had started positively with almost a full intake in the nursery. Parent tours were proving popular and the school's roll now stood at approx. 142 students. This number was higher than the same period the year before. YB was working hard to increase the number on roll ahead of the October census so as to have a positive bearing on the school's income. Two children were waiting on an EHCP outcome but given the mandatory 20 week assessment period, funding for this would only come much later in the academic year.</p> <p>The week of the Queen's passing, the official period of mourning and the ensuing funeral had been very challenging logistically, especially with the road closures and disruption to travel routes, but the school had successfully remained open all throughout. YB commended staff for their commitment in supporting working parents, especially those families who were involved in the logistics of that week.</p> <p>There had been a whole-school Remembrance service on the day after the Queen's passing at St Stephen's led by The Revd. G Buckle. Parents and carers joined to reflect upon and celebrate the many achievements of Her Majesty's life. The children's behaviour had been exemplary throughout this period, with many in-class discussions about the Queen's dedication and service to our country, and opportunities to reflect on the great importance she had for so many.</p> <p>Years 6 - 3 had made trips to Westminster Abbey, Buckingham Palace, St James' Park, Green Park and the surrounding area to pay their respects and also to witness others paying their respects, by way of floral tributes and messages.</p> <p>Over the summer holidays, much needed maintenance had been completed and the school's premises were looking refreshed and very clean. The broken bifold doors in Reception had been replaced and there were plans (supported by the LDBS) to replace the door and entry system in the main reception area. YB had also been contacted by a local business seeking to donate £2000 to the school, this funded additional playground equipment for the benefit of all year groups to include netball nets, an outdoor table tennis table and all-weather playground construction blocks.</p> <p>There was a high demand and uptake for the school's wrap-around provision: Breakfast Club, After School Enrichment clubs and After School Club (4.30-6pm). Staff were extremely supportive and were going over and above all expectations, staying two evenings a week to enable the Enrichment clubs & booster classes.</p>

	<p>A QUESTION was asked about staff wellbeing, especially in light of the recent financial restructure. YB reported that morale was improving and that staff were adjusting well. However it was noted that staffing was stretched to full capacity, with little or no room for any additional demands on time. It was proving to be challenging to cover the day-to-day duties with minimal staff but YB and senior leaders were constantly monitoring staff wellbeing, as well as stepping in to cover where required.</p> <p>The school was preparing itself for the upcoming SIAMs inspection. YB and E Camplin, RW & CW Lead were finalising the SIAMS SEF document and liaising with the LDBS SIAMS leads regularly. A QUESTION was asked about the format of the inspection. YB said that the notification would be at the start of the week and then a conversation would take place with the inspector to confirm the scope and areas of investigation. The inspector would also meet with the Chair of Governors, and if applicable, other governors, but this would only be for a short period of time. The inspection would last a full day, with feedback given at the end of the day to the HT, LDBS Lead, RW & CW Lead and the Chair of Governors.</p> <p>Attendance stands at 95.3% (2021/2022 academic year), which is broadly in line with the National Average. Pupil behaviour across the school is exemplary, with incidents of bullying or poor behaviour rare, and there has been no fixed-term exclusions. There is a child with significant behavioural needs, and staff are working hard to continue supporting the child. There are currently ongoing discussions with parents about finding an alternative provision that is better suited to support their high needs.</p> <p>The School Development Plan is currently being revised and YB is awaiting feedback and further analysis from the LDBS advisor, especially in light of the recent outstanding results and with a focus on improving Phonics and outcomes at EYFS. It will be presented at the next FGB meeting.</p>
8	Finance & Budget Monitoring
8.1	<p>Governors were directed to the Monthly Monitoring Report (Period 5) tabled in Governor Hub. NC and YB continue to meet weekly, and when appropriate, with the School's Finance and Admin Officer (K Baker), to ensure that spending remains in line with the budget.</p> <p>The financial restructure procedure has been fully completed, however the redundancy costs for all staff paid until 31 August meant that the expenditure was showing as over the allocated budget. These costs would eventually be reimbursed by WCC but there was no confirmation of when this would be. A further £10k approximately had been added to the cost to the school, for the additional holiday payments for the redundancies because of where the final end dates fell.</p> <p>The budget had been set before the overwhelming increase in energy prices as well as the cost of goods (food, materials etc) and it was inevitable that this would have an impact on day-to-day expenditure. YB was working hard with NC, school bursar, to see where savings could be made but it was proving quite challenging. The 5% staff pay rises announced by the DfE was also putting more pressure on the budget as there was no external funding to help meet this.</p> <p>The school was also having problems with the internet, with frequent downtimes and drop outs as the existing framework in place was old and out of date. YB had contacted a few firms to have a WiFi survey done and was waiting for the results. She was hopeful that there might be support from the LDBS but this was not certain.</p>

	A DISCUSSION was had about grants and bids. YB confirmed that NB & ES were working on a potential bid for a music grant. D Carden, Music Lead had been asked to submit a music scheme of work to accompany the bid with the hopes of securing a 3-year grant. The process was extensive and very competitive, with stages of approval, so it was taking some time to pull the Stage 1 proposal together.
9	SIAMs update
9.1	This was covered in Item 6.1 & 7.1. A feedback report from the Ethos Forum had been submitted.
10	The following policies & documents were unanimously ratified by the GB: <ul style="list-style-type: none"> ● Governors Standing Orders ● Governors Allowances ● TOR's for Business & Finance, Outcomes and Ethos Forums ● TORs for HTPM and Pay Committees ● New Governor Induction ● Safeguarding
11	Governor training & Link Governor reports
11.1	This was covered in Item 6.1
12	Any other business (AOB)
12.1	SA announced that although her term was still ongoing, she would be resigning with immediate effect, given her work commitments especially now that her child had moved onto secondary school. She was sad to be leaving and expressed her thanks to the governing body, as well as to YB and senior leaders for providing a safe and secure environment during her child's tenure. It had been a wonderful experience where they've felt fully supported throughout her child's school journey. Parent governor elections would be organised to find a replacement candidate.
13	Contracts
13.1	YB's fixed term contract as HT had ended 31 August 2022. This was extended for another year (to 31 August 2023) as agreed by governors along with the financial commitment from the Trustees. NB confirmed that YB had signed a new contract to accept the year's extension. In line with discussions to change the fixed contract to a substantive one, NB confirmed that the external ad would be placed on the LDBS website as well as the school's website. Progress on this would be feedback to governors at the next meeting.
Close of Meeting (7.55pm)	