



# Burdett-Coutts

FGB Minutes 10.11.2022

MINUTES OF A MEETING OF THE GOVERNING BODY OF BURDETT-COUTTS  
AND TOWNSHEND FOUNDATION CHURCH OF ENGLAND PRIMARY  
SCHOOL HELD ONLINE BY GOOGLE MEET ON 10th NOVEMBER 2022 AT  
6PM

Attendees

| Name                         | Category of Governor                | Term of Office       |
|------------------------------|-------------------------------------|----------------------|
| 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)               |                      |
| Vacancy                      | Elected parent                      |                      |

In attendance:

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

| Item | Minutes   |
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| 1    | Opening prayer/welcome  |
| 1.1  | The Chair welcomed all to the meeting.<br>An opening prayer was given by The Revd Graham Buckle.  |
| 2    | Apologies for absences  |
| 2.1  | Apologies were offered by SL and NC   |
| 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>It was confirmed that there were currently two governing body vacancies; that of a Parent elected governor and a Trustee (foundation) elected governor. A discussion was had about potential nominees and governors were asked to put forward to the Chair any recommendations they may have for consideration.</p> <p>Dates of meetings for the upcoming academic year were confirmed and agreed. Governors were then reminded of the membership of the following forums and committees as detailed below:</p> <ul style="list-style-type: none"> <li>● Business &amp; Finance: Y Barnett, E Standring, N Agarwal &amp; N Bowles</li> <li>● Outcomes: Y Barnett, J Bates, S Nicholls &amp; N Bowles</li> <li>● Ethos: E Camplin, Revd G Buckle, Revd H Bickley-Percival &amp; N Bowles</li> <li>● HTPM: E Standring, S Nicholls &amp; N Bowles</li> <li>● Admissions: Y Barnett, Revd G Buckle &amp; Revd H Bickley-Percival</li> <li>● Pay: Y Barnett, J Bates, E Standring &amp; N Agarwal</li> </ul>   |
| 5    | Approval of the minutes of 22nd September 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 22 September 2022. There has also been no complaint received.</p> <p>SIAMs: The school had its SIAMs inspection on Monday 17 October. Over the course of the day, the inspector met with pupils, staff, senior leaders, RE &amp; CW lead (E Camplin), YB and select governors. Thanks were given to GB, HB-P and ES for being part of the panel that met with the inspector to discuss the Christian leadership, strategic direction, and governance of the school. Thanks were also given to YB, EC and all staff &amp; pupils.</p> <p>Pay: The Pay committee had met on 4 November to consider pay recommendations following staff appraisal. Governors were directed to the feedback report tabled in GovernorHub. The committee voted unanimously to accept 2 recommendations. Six policies were also reviewed: Teacher Pay, Grievance &amp; Discipline, Appraisal, Capability, Sickness &amp; Absence and Headteachers Performance Management.</p> |

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|     | <p><b>Strategic:</b> Governors were directed to documents and links shared in GovernorHub, including details of the Chairs Forum on 9th November (online). The main takeaways from the forum was that there was a 24% surplus of primary places in WCC, with K&amp;C also recording a reduction in pupil numbers. Projections for birth rates etc for the next 5 years show little change and the current trend of low pupil numbers looks set to continue.</p> <p>This is further impacted by mobility out of the borough and the continuing impact of the pandemic. WCC are lobbying the government for support to cover the pay uplift but this is unlikely to happen; they are also investigating LA MATs in line with the White Paper but this is not progressing very quickly as there's been very little further movement from the government.</p> <p>Following a visit by Jane Robinson (WCC Principal Lead Adviser) on 6 October, the school has been removed from the additional support category and the LA are very pleased with the school's progress &amp; development. Thanks were extended to YB, senior leaders and staff for their outstanding efforts.</p> <p>It was noted that due to the SIAMs inspection, the Autumn term Business &amp; Finance Forum and the Ethos Forum meetings have been postponed to the Spring term.</p> <p><b>Training:</b> 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. Governors were encouraged to sign up for courses, particularly those run by the LDBS and offered online via The Key for Governors.</p> |
| 7   | Head Teacher's Report  |
| 7.1 | <p>YB presented a verbal report.</p> <p>The school's SIAMs inspection had taken place on 17 October and the Inspector was very rigorous and thorough, meeting with all members of the school's community, including pupils, staff, parents &amp; governors. The judgement was that the school was a 'solidly good church school with areas of good practice'. This is a wonderful result, especially given the new framework, and testament to everyone's hard work.</p> <p>A QUESTION was asked about the timeline of the report. The inspector will be writing up and submitting her assessment for quality assurance, before sending it to YB for any revisions. Thereafter it would be published within five working days, and then shared with our wider community. Until then, this remains confidential. Once the final report has been received the school has four years to implement any recommendations.</p> <p>YB thanked E Camplin, CW &amp; RE Lead for her outstanding leadership throughout the inspection. She also extended her thanks to the governors and Helen Ridding (LDBS Advisor) who met with the inspector that day.</p> <p>Following the recent government whitepaper, YB planned to attend an LDBS meeting on 14 November to discuss developments. The consultation started on 8th November with 16th December being the cut off date. The LDBS proposed to map five areas to incorporate the 38 LDBS schools of approximately 8500 pupils. The draft strategy will be completed in late Spring 2023.</p>   |

Y6 pupils had been tested and the current data is very encouraging, with a large majority of the cohort performing at expected and greater depth. At this stage, only one child was predicted to not perform as well but strategies were in place to support them. A QUESTION was asked about what plans had been put in place to realise the outstanding data. YB stated that strategies of having class handovers in the July of the previous academic year had enabled groups to be identified swiftly and supported (eg: booster groups, 1:1 etc) early in the new academic year. YB extended her thanks to the Year 6 teacher, TA and members of the SLT for their hard work.

An area of focus was the current Year 2 cohort, as their Y1 phonics data was below the national average. This was primarily due to the effects of missed learning during the pandemic and the long term absence of the Y1 class teacher. YB explained that approx. £6k had been spent to update the scheme of work, along with an additional £3.5k on books to complement the reading scheme. The target for this year group to meet the expected level for phonics was 82-90%. YB was confident that this would be achievable especially with the Year 2 teacher in place. A QUESTION was asked how many children had ECHPs in this cohort. YB confirmed that there were two.

Governors were directed to the School Development Plan tabled in GovernorHub. This document had been shared with the LDBS for consultation and feedback. Of specific focus were KP1 (To develop the role and impact of middle leaders.), KP2 (To further scrutinise spending and income streams in order to ensure savings and efficiencies are met.) and KP5 (To create and implement a new vision statement for the school.).

A QUESTION was asked about what had been done so far within the school in relation to KP1. YB stated that both the Assistant Heads and the Maths Lead had been supported and trained, and were secure in leading on their subjects. 3 other Middle Leaders would be similarly mentored and developed, to build on their progress monitoring and assessment skills, so that they are able to confidently ensure pupils are meeting their end of year targets and any gaps narrowed. This would help them build confidence as the school enters its OFSTED window.

A QUESTION was asked about KP5. YB explained that the current vision no longer fitted the school and a new vision would be more suitable. Discussions had already been had at an exploratory level but it was decided that this be revisited after the SIAMs inspection, in early 2023.

After further discussion, the School Development Plan was approved unanimously by all governors.

Teaching continues to be very consistent, showing a marked improvement to the previous year; primarily due to less absence (from Covid) by staff & pupils. Attendance has also improved greatly across all key stages and this is monitored rigorously by L. Dreary, the school's Pastoral Support Manager. The school's curriculum is almost securely in place, and this has been further boosted by a new writing scheme of work. There is also a clear support plan for SEN pupils, delivered in partnership with the various external agencies: social services, speech & language therapists and clinical psychologists. The school continues to work hard to support SEN parents, and will also be offering TAs targeted SEND training.

A new whole school behaviour policy 'Stay on Green' had been implemented; YB directed governors to a printed leaflet that had been sent out to parents. She explained that the pupils were responding very positively to this as it was easy for them to understand the guidelines, with clear targets for them to work towards.

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|     | <p>YB closed by saying that the school's Parent Staff Association, 'Friends of Burdett Coutts' which had been dormant during the pandemic, was being revived in the Spring term. A questionnaire was being sent out to parents &amp; carers to gauge interest and canvass support. SN and NB would be supporting this meeting, scheduled for January 2023.</p>  |
| 8   | <p>Finance &amp; Budget Monitoring</p>  |
| 8.1 | <p>Governors were directed to the Monthly Monitoring Report tabled in Governor Hub.</p> <p>YB explained that staff salaries for the year to date were showing higher than the projected forecast, primarily due to an overrun in redundancy costs (additional pay to cover holiday pay) and staff absences due to illness (Covid). This together with an one-off payment to another member of staff had cost an additional £12.5k. Furthermore, while the increased numbers in Nursery were welcome, changes in EY legislation meant a full time teacher was now required. This would be met by an agency teacher (to ensure continuity of provision in the event of absences) but this has increased costs by £30k more than previously forecasted.</p> <p>The school continues to struggle with the unreliable Wi-Fi provision and teachers are now being forced to hotspot off personal mobiles in order to deliver lessons. There is also a high dependence on the photocopier, resulting in increased costs. YB has approached a trust to see if the school would be eligible for charitable funding to resolve this.</p> <p>Energy costs have also increased and although the school is taking steps to reduce usage and make savings where possible, it is likely to be over budget. Similarly the government agreed pay uplift which gives teachers a 5% increase payable from Sept to March, is expected to further increase staff salaries. Although some of this will be met by a LA Teachers Pay Grant, the total on-costs will be significantly more. A similar situation is happening for support staff salaries - this will total approx. £17.5k (including on-costs) as they are to receive £2355 for the year on a pro rata basis (backdated to April 2022).</p> <p>A QUESTION was asked about what savings could be made. YB explained that there were a few options, one of them is to reduce the sports coach (Badu) provision from 5 to 3 days. SN suggested that another option would be for St Andrews Club to fund a member of staff to cover sports clubs as required. YB thanked her for that suggestion and would discuss it with her further.</p> <p>YB also explained that there was the option of not renewing 2 fixed term contracts due to end soon, as well as outsourcing a non-teaching role to an agency role, via a TUPE process. It was agreed that all options would be reviewed and discussed in detail at the upcoming Business &amp; Finance Forums, as well as in consultation with Grow Education HR. Governors were reminded of the confidential nature of this discussion.</p> <p>YB was delighted to report that After School clubs were very popular, over-subscribed and currently yielding an income stream of approx. £7.5k. The school was also negotiating a lease of 2 rooms on the top floor to Watts &amp; Co, a vestry garment company and the documents were currently with the solicitors. The lease would be for an initial 2 years with the possibility of renting further space in the third year. A QUESTION was asked about precautions taken. YB stated that all rooms would have CCTV fitted, primarily due to the value of the materials and that all staff would be DBS checked. There would be a designated keyholder to enable access during the school holidays.</p> <p>In closing YB confirmed that she and NC would be drawing a draft budget for 2023/2024 as soon as next month (December 2022), so as to prepare and plan for the impact of the teachers pay uplift, energy costs and Wi-Fi issues.</p> |

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| 9                         | SIAMs update  |
| 9.1                       | This was covered in Items 6 and 7 above   |
| 10                        | <p>The following policies &amp; documents were unanimously ratified by the GB:</p> <ul style="list-style-type: none"> <li>● Financial Scheme of Delegation</li> <li>● Finance</li> <li>● Online Safety &amp; Acceptable Use</li> <li>● Admissions 2024/2025 (prior to consultation)</li> <li>● Policies reviewed by the Pay Committee (Teacher Pay, Grievance &amp; Discipline, Appraisal, Capability, Sickness &amp; Absence and Headteachers Performance Management)</li> </ul> |
| 11                        | Governor training & Link Governor reports   |
| 11.1                      | This was covered in Item 6.1  |
| 12                        | Any other business (AOB)  |
| 12.1                      | A revision of the current 2022-2023 Term Dates was tabled. The two changes governors were directed to is the start of SATs week moving to 9 May, to accommodate the Coronation Bank Holiday on 8 May. YB also requested changing the Inset Day on 3 January to a well-being day for all staff, to reflect their hard work and efforts this term. The changes to the term dates were unanimously agreed by governors.  |
| 13                        | Update on Head Teacher appointment (substantive post)   |
| 13.1                      | In line with discussions to change the Head Teacher's role to a substantive one, NB confirmed that the external ad has now been placed on the LDBS and school's website. The closing date was 28 November and to date, no other applications had been received. Progress on this would be feedback to governors at the next meeting.  |
| Close of Meeting (7.54pm) |   |