



Burdett-Coutts

FGB Minutes
16.05.2023

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 16th May
2023 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
Mr R Brown	Elected Parent	16/05/23 -15/05/27
Rev G. Buckle	Ex-officio (Vicar of St. Stephen's)	Appointed 03/14
Mr J Crichton	Foundation (Trustee)	19/05/23 - 18/05/27
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)	11/03/21- 10/03/25

In attendance:

- Mrs E Camplin SENCO (Maternity cover)
- Ms. K. Baker, Interim Clerk

Item	Minutes
1	Opening prayer/welcome
1.1	The Chair welcomed all to the meeting. An opening prayer was given by The Revd Helena Bickley-Percival.
2	Apologies for absences
2.1	Apologies were offered by NA and ES
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>NB was pleased to report that the remaining two vacancies on the Governing Body had been filled. The parent governor vacancy had been filled automatically after one of the two candidates had decided to withdraw, citing time commitments. She welcomed RB to the governing body and introductions were made. RB's term as parent governor would run from 16 May 2023 to 15 May 2027.</p> <p>The remaining place (Trustee) would be considered at the Trustees' meeting, scheduled to take place on 17 May. The candidate JC would be attending this meeting later to be introduced to the board. Upon appointment, it was expected his 4-year term would run from 17 May 2023 to 16 May 2027.</p> <p>NB noted that DBS checks would commence immediately, in line with the recommended guidelines.</p>
5	Approval of the minutes of 30th March and 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 have also been meetings between the Chair and the Vice-Chair. There had been no Chair's Action since the last FGB meeting on 30 May 2023 and there have been no complaints received.</p> <p>It was reported that:</p> <ul style="list-style-type: none"> • The SFVS had been signed and resubmitted to WCC. • Richard Stanley, former Deputy Director of Education, was taking early retirement after many years supporting schools in the Bi-Borough. Governors joined in wishing him all the best in his future endeavours and thanking him for his support and guidance. <p>Governors were also directed to the following links; LDBS Guide to Formal Collaborations for Governors to support discussions about school sustainability and leadership; and Webinar on the role of foundation governors produced by Governors for Schools.</p> <p>TRAINING: Training remains of utmost importance for governors to keep themselves abreast of the latest changes in school governance, especially in light of the school being in its Ofsted inspection window.</p>

	<p>Governors were encouraged to fully utilise the available resources on GovernorHub, 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	<p>Head Teacher's Report</p>
7.1	<p>YB presented a verbal report.</p> <p>Governors were reminded that the school's core funding is based on pupils on roll as recorded in the October census. Last year's budget was based on 130 children and future budget forecasting has been based on 153 pupils on roll (from September 2023). Additional to the core funding are monies received for Pupil Premium as well as other funding for EYFS.</p> <p>YB was delighted to report that there were already 153 pupils currently on roll (May 2023) with the expectation of more joining the school between now and the end of the academic year. In response to a QUESTION, YB confirmed that places in Nursery and Reception are filling up fast, and that there are currently only 6 places left for September 2023.</p> <p>Application forms for pre-school (2-year old) places were already on the school's website. Discussions with other nurseries indicate a shortage of available places, with one nursery having 45 children on their waiting list, and another 23 children. In response to a QUESTION, YB confirmed that the LA had agreed to £15k from their capital build budget to support resourcing the identified pre-school room and making requisite adjustments to the physical environment. Work would continue over the May half term so that the area would be ready to show to prospective parents.</p> <p>YB noted the LDBS had made enquiries about hiring space to run their SCITT programme, and also that she was meeting with the London Ballet School to discuss rental of space for five days per week. In response to a QUESTION, YB confirmed that she was meeting with Steve White of the LDBS to discuss refurbishing the adult toilets to comply with Health & Safety regulations. If agreed, this would be funded from the school's devolved funding capital held with the LDBS, and offset by the available rental income.</p> <p>It was also reported that:</p> <ul style="list-style-type: none"> ● A bid was currently underway to the Army Families Federation charity who help MoD families with activities & wrap around care. ● The school is currently on track with the budget forecast ● The agreed changes to accommodate the Deficit Recovery Plan (DRP) had begun, and the staff member affected by the TUPE process had been notified. ● Badu Sports is looking at a funding arrangement which could mean their being able to continue offering their services at no cost of the school ● A catering staff member had been on a long term absence, a formal occupational health process had begun in light of this. <p>Year 6 had completed their KS2 SATs tests last week. All pupils had shown remarkable resilience and fortitude, along with a commendable attitude to their learning, especially given the difficulty of the Reading paper, as well as the fact that the school was being moderated too. KS2 SATs results were due to be made available to the school on 7 July. There would be 2 weeks to allow any challenge, before the results were made available to parents and pupils at the end of the term.</p> <p>In response to a QUESTION, YB confirmed that of the 21 pupils sitting KS2 SATs, 19 had been at the school since Reception (home grown).</p>

	KS1 SATs were underway this week, and so far, all those tested achieved at EXS or GDS. This was an outstanding achievement given that this cohort had the highest number of EHCPs and high mobility. YB added that this year group was also being moderated for writing and that books, across all levels, were being provided to inspectors. The governors thanked YB, senior leaders, the Year 6 and Year 2 class teachers for their efforts and hard work.
8	Finance & Budget Monitoring
8.1	This was covered in The Headteacher's Report above.
9	Policy Review
9.1	<p>Pre-School Policies.</p> <p>A number of policies were being tabled as YB preferred to have stand alone policies in place for the pre-school. All were based on good practice and existing models, and would be reviewed annually by the Head Teacher and the Safeguarding Link Governor. Copies of have been sent to the Local Authority for their notice. All policies would tie into the school's Safeguarding policy.</p> <p>A DISCUSSION was had about the contents of the policies, with clarification following several QUESTIONS asked by governors around staffing, accessibility, admissions and impact on existing resources. A vote was motioned to approve all policies and this was unanimously agreed.</p>
10	<p>Governor Training and Link governor Reports</p> <p>Training was covered in Item 6. There were no link governor reports tabled. NB urged link governors to contact their designated leads to meet before the end of the academic year.</p> <p>JC joined the meeting at 7pm.</p>
11	Any other business
11.1	YB reported on a request from Coutts Bank asking if the governing body would be amenable to selling the painting of the Baroness Burdett-Coutts, once the current lease arrangement comes to an end. After a DISCUSSION, governors unanimously felt that it was important for the school's legacy and history, to retain the painting. A proposal was motioned to vote on the painting being purchased by Coutts Bank. This was unanimously rejected by governors.
11.2	GB reported that St Stephens Week is in June and he is currently trying to organise a lunchtime concert with children form our school and the Westminster Under School. All were invited to attend.
11.3	Next meeting is scheduled for Thursday 13th July where various policies will be reviewed ahead of the start of the new academic year.
Close of Meeting (7.20pm)	