



Burdett-Coutts

FGB Minutes
30.03.2023

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 30th
MARCH 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
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. Standring	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
1	Opening prayer/welcome
1.1	The Chair 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 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>AS has agreed to extend her term of office as LDBS governor.</p> <p>NB confirmed that there were two governing body vacancies; that of a Parent elected governor and a Trustee (foundation) elected governor. A foundation candidate had been recommended to the Trustees but their nomination would be considered at the next Trustees' meeting (17 May). The candidate would be invited to the next FGB on 11 May.</p> <p>Parent governor elections had been held and two parents had come forward. A candidate was unsure if they would like to continue standing, citing time commitments. NB would contact both and should they both agree to continue, a confidential vote would be put to the parent body. Should a candidate decide to withdraw, then the remaining candidate will automatically be appointed.</p>
5	Approval of the minutes of 10th November 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 had been no Chair's Action since the last FGB meeting on 10 November 2022. There have also been no complaints received.</p> <p>BUSINESS & FINANCE FORUM: Members of the forum had met on 28 February and 28 March. NA was elected as Committee Chair. At these meetings the following agenda items were discussed: 2022/2023 Budget year end; 2023/2024 Deficit Recovery Plan & 3 year projection; Fire Risk Assessment, Data Protection Breaches, Health & Safety, Premises, Audits; Head Teacher appointment (substantive); Charging, Lettings & Remission policy, SFVS, the school's staffing structure & Preschool provision proposal. Feedback reports on both meetings were tabled in GovernorHub for governors to read.</p> <p>OUTCOMES FORUM: Members of the forum had met on 28 March. JB was elected as Committee Chair. At these meetings the following agenda items were discussed: 2022/2023 KS1 & KS2 SATs data, including Phonics & EYFS; preparation for KS2 SATs & in-year assessments; progress of current cohorts, areas of concern & strategies in place; Teaching & Learning; progress of Middle Leaders, SCITT. A full feedback report was tabled in GovernorHub for governors to read.</p> <p>HEAD TEACHER APPOINTMENT: NB outlined the HT appointment that had recently taken place. The panel had met on 13 December and voted unanimously to appoint YB to the</p>

	<p>position of substantive HT, effective 1 January. NB had conveyed the panel's decision to YB verbally on the same day, and she has confirmed her acceptance. This was followed up in writing (email) on 14 December and YB had signed her contract. Thanks were conveyed to everyone involved in the process, specifically the governors who'd formed the panel. Thanks was also given to the LA and the LDBS for their support throughout.</p> <p>GOVERNORS' CONFERENCE: NB reported that she had attended the Local Authority's Governors' Conference on 25 February. Speakers (and topics) included Ian Heggs, Bi-Borough Director of Education (Local School Context for Governors), Emma Knights, Ceo NGA (Priorities & challenges facing schools) and Jodie Terry, Fox Federation (Developing partnerships working & diversity in schools). It also included an Ofsted update presentation. It was noted that: surplus capacity in primary is predicted to rise to 30% by 2027 for the Reception phase; 10 schools were currently in deficit, with 6 on the cusp; high quality EYFS is a focus, with childcare/preschool provision an area of high demand; and that Ofsted would be looking closely at the quality of education, especially early reading and the broader curriculum, especially ability of pupils to recall past learning and link to current learning.</p> <p>STRATEGIC: NB discussed the idea of a Governor Development Plan for the next academic year, focussing especially on up-skilling governors, improving training attendance and building a robust succession plan; to support the strong gains that YB was making through the school. It was agreed that a governor working panel would form in June to work on this, led by NB & JB. Governors were also encouraged to attend training courses, in light of the school being in its Ofsted inspection window. Link Governors were encouraged to contact YB to arrange dates to meet & visit the school.</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 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	Head Teacher's Report
7.1	<p>Governors were directed to the Head Teacher's Spring 2 Report tabled in Governor Hub.</p> <p>ADMISSIONS: Open morning tours for parents looking for Reception or Nursery places continue to be popular, with an average of 2 families visiting per week. There are currently 11 vacancies in the Reception class but YB is confident that the school will start the Sept 2023 academic year with 24 pupils.</p> <p>Currently there are 19 confirmed for Reception, with 15 Nursery starters, and a further 4 Nursery starters in Jan 2024 (18 out of 26 places). National Offer Day for Reception is 17 April. There are currently 68 vacancies across Years 1 - 6, but this gap is closing quickly. Currently (March 2023), there are 151 on roll (Reception to Year 6) with a prediction of 154 for September 2023.</p> <p>TARGETS: 14 of the EYFS cohort (19) are on track to GLD; the 2023 target is 16 (84%). In 2022, 72% passed the Y1 phonics check; the 2023 target is 85.7%. Work continues for the KS1 cohort who've had significant disruption due to COVID measures and inconsistent teaching. 1 child has an EHCP, 3 are pending, with 4 joining the cohort since Sept 2022.</p> <p>A QUESTION was asked about what strategies had been put in place. YB explained that teaching had improved and stabilised, that the cohort had settled into constructive learning and that key support would continue to remain in place as they progressed to Year 3.</p>

	<p>There were high aspirations for the KS2 cohort sitting SATs, with all but 2 expected to achieve their targets in all areas. A QUESTION was asked about strategies to support this cohort. YB explained that intervention groups had been focussed not just by subject, but also end of year predictions (tracked from KS1); and that parents had been informed of the outcome of practice SATS papers so that they could also help support their child.</p> <p>ATTENDANCE: There continued to be no exclusions (fixed term or permanent) at the school. Absence during the second half of the Spring term had been slightly higher but this was due to illness (tonsillitis and bacterial cold) going through the school, with some pupils absent for a minimum of 5 days, and up to 25 - 30 children off each day, most of them in EYFS & KS1.</p> <p>BEHAVIOUR: The new Behaviour policy (Stay on Green) was proving successful, with children understanding the consequences of their behaviour. It had been nice to celebrate the children who'd received Silver and Gold awards for their good behaviour choices.</p> <p>FINANCE: This would be covered in Item 8.</p>
8	Finance & Budget Monitoring
8.1	<p>Governors were directed to the Deficit Recovery Plan and the Staffing Structure 2022 - 2025 document tabled in Governor Hub.</p> <p>YB explained that there had been several meetings with the LA, LDBS, Trustees, Chair of Governors and members of the Business & Finance Forum, to discuss the Deficit Recovery Plan (DRP); the timeline of which had been minuted in the Business & Finance Forums of 28 Feb and 28 March. The budget had undergone several revisions, incorporating account advice and guidance from both the Local Authority and the LDBS, and had been thoroughly scrutinised. Key to this version is for the deficit to be repaid within the agreed recovery period (end 2025/2026), as the LA would not extend the repayment period any further.</p> <p>In order to meet this repayment period, the DRP had been revised to include cost saving strategies that had been discussed at the 28 Mar Business & Finance Forum. Namely, the restructuring a non-teaching role via a TUPE process and cancelling the external sports provider SLA. She explained that a third option; the removal of an (agency) class teacher to be covered by redeploying existing staff would only be carried out in the following financial year, so as to ensure the strongest possible Ofsted outcomes for the school.</p> <p>A QUESTION was asked about capacity for redeploying existing staff to cover the PE and After School Club sports provision, as well as the removal of a class teacher. YB stated that all staff have been working very hard, doing multiple roles and going over and above. She felt that they were totally stretched to full capacity but morale remained strong. It was not ideal but the priority had to be to pay the deficit back. YB was confident that pupil numbers would increase to the required target, which would see a much welcome increase in core funding. Governors were also reminded of the confirmed income streams (eg: extended provision & clubs, rental, increase in pupil numbers, Coutts hire etc)</p> <p>A QUESTION was asked about the impact of cuts on Teaching & Learning. YB explained that T&L remained strong across the school, with areas of outstanding practice; this was evident in the aspirational outcomes predicted for KS2. Teachers were strongly supported by Middle Leaders & SLT, and were confident in their teaching and leading on their specialist subjects. Governors were directed to the minutes of the Outcomes Forum (28 Mar), where school data was very encouraging and a good reflection of the strong and outstanding teaching across the school. Pupils have much higher ambitions for themselves, and class teachers are extremely confident in assessing pupils, and identifying gaps, and quickly implementing strategies and support, to ensure the best possible outcomes.</p>

	<p>A QUESTION was asked about the necessity of the TUPE process for the non-teaching role. Yb explained that there several options had been explored, including blending classes and reducing a teaching role, but it was felt that this would have an adverse effect on T&L, and the appeal of the school to prospective parents. YB clarified that under the TUPE process, the non-teaching role affected would still be able to retain their job, their wages and their pension. The school only required 39 weeks per annum, rather than 52 weeks, which they were currently paying for.</p> <p>The Staffing Structure 2022 - 2025 reflected the agreed and proposed changes to accommodate the DRP. Governors were asked to vote on restructuring a non-teaching role via a TUPE process, cancelling the external sports provider SLA and removing an (agency) class teacher to be covered by redeploying existing staff (as required). All voted in favour.</p> <p>Governors were directed to the Preschool Application, Admissions & Contract Form tabled in GovernorHub.</p> <p>YB explained that has also met with Iraklis Kolokotronis (WCC Principal Early Years Service) to explore the provision for 2 year olds (preschool) from September 2023. The LA has in principle promised £10 - £15k from their capital build budget to support resourcing the room and making requisite adjustments to the physical environment. YB is working on a draft business plan to present to governors and if preschool provision was agreed, the refurbishment works could take place in the summer holidays, with the aim of offering preschool in September 2023.</p> <p>A discussion was had about potential demand and allocation of preschool places. Early indications from existing parents show high demand, already 6 parents have registered their interest. Current figures are based on a potential of 10 pupils to begin, however this can be extended to 20 if there was the demand. The minimum number of preschool places to make it viable would be 8, and although the space could accommodate 30, it would be capped at 20 to ensure a strong offering.</p> <p>Staff would be sourced via an agency, which would ensure continuity of the provision in the event of illness or absence. Based on 10 full-time preschool places (term time only), the school could earn an income of approx. £135k, with £75k allocated to staffing (based on a ratio of 1:5), resulting in a potential £60k surplus. There would be no other overheads (once the capital money from the LA has been received for refurbishment works) outside of staffing.</p> <p>There would be two fee structures for this provision, one funded & one not funded and the document tabled explained the breakdown. This had been discussed in detail with members of the Business & Finance Forum on 28 March. It was noted that YB had vast experience of offering preschool provision at her previous school.</p> <p>Governors were asked to vote for an in-principle commitment for YB to explore & realise preschool provision at Burdett-Coutts, should the LA confirm the capital build amount. All voted in favour.</p>
9	Policy Review
9.1	<p>The proposed term dates for 2023 - 2024 were presented. This was agreed unanimously by governors.</p> <p>A Fasting Policy was presented, outlining the school's policy on pupils fasting during Ramadan. YB explained that the policy had been drawn from guidance and good practice from The Key. It was noted that the school would not recommend any child under Year 5 to fast, and that any children fasting would not be allowed to take part in PE, school trips or</p>

	after school sports clubs. This was agreed unanimously by governors.
10	Governor Training and Link governor Reports Training was covered in Item 6. There were no link governor reports tabled.
11	Any other business
11.1	There was no AOB.
12	Update on Headteacher Appointment (substantive post)
12.1	This was covered in Item 6.
Close of Meeting (8pm)	