Burrowmoor Primary School

**Full Governing Body Meeting**

Held on Thursday 5th October 2017 at 6.00pm

**Present:** A.Smith, J Wing, T Jackson, A Pugh, L Pearce, E Graham, K Jarvis

**In Attendance:** F.Delve

**Apologies:** E Liversedge, C Holt

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| **Item** | **Notes** | **Action** |
| **All reports were previously circulated unless stated** | | |
|  | **Welcome & Apologies for Absence**  Apologies given from EL and CH all present were welcomed. |  |
|  | **Declaration of Pecuniary & Non-Pecuniary Interests**  No new declarations were indicated. |  |
|  | **Minutes of the last Meeting & Matters Arising**   * Staff changes – NWA are taking over the finances and are in talks with BPS and the ALT. * SIMS – Lots of work has been done in this area, we are working closely with ICT to get these resolved. * SCR – This has been checked and signed off by TJ. * TJ confirmed Phase Leaders will be coming to the next School Effectiveness meeting. * LW and GA are at a KS1 conference on the 17th October. * ST will lead a Pixl meeting with all staff and HW is the Pixl Primary Edge lead. * KJ - £500 towards Pixl is being paid by the ALT. |  |
|  | **Safeguarding Update**  TJ – E Liversedge is now the Safeguarding Governor. |  |
| **5.**  **6.**  **7.**  **8.**  **9.**  **10.** | **Head Teacher Report**  TJ explained the format has changed following the Trust schools which are easier to complete.  Attendance has been broken down and is tracked each term; attendance is looking stable. There has been one fixed exclusion of 2.5 days. We are applying for 5 children for EHCP over the next two years, which spreads from Yr1 up to Yr5. This provides instant provision with a specialist and the parents are on board. There is support from Highfields in Ely.  BPS falls in the catchment of Highfields Littleport and the Local Authority are providing provisions for 1 child starting there in Yr3.  JW spoke of Highfields being a brand new, modern looking academy and pupils who make progress move over to mainstream only 20 yards away.  JW thanked TJ.  ***AP arrived at 6.25pm***  Attendance is 97+% since the new term. Five cakes have been given this year whereas only two were awarded last year. This is a very pleasing start which we hope to maintain. KL and KP are working together to monitor attendance and keep in touch with parents.  PA looks almost identical and is high in Yr4. With 4 exclusions and reduced timetables, this does affect results.  JW said educational visits look good. Yr6 were in Swaffham today. We are not sure if the skiing trip is going ahead as this is the same time as Ofsted visits. Stonea Camp went well and the Christmas market with the choir looks good. TJ also highlighted the space night in school which is very popular.  **School Effectiveness**  SEF completed and we are grading ourselves. Reception and Early Years is good as is teaching and learning. Yr3 and 4 look strong and Yr5 and 6 are making improvements. One member of staff is starting a support plan and TJ confirms we have a full compliment of staff.  Planning scrutinies were looked at today.  **2018/18 Meeting Dates**  School Effectiveness dates:   * 1st November 2017 @ 4pm – Phase Leaders to come and lesson observations in the morning * 10th January 2018 @ 4.05pm * 21st February 2018 @ 4pm * 18th April 2018 @ 4pm * 6th June 2018 @ 4pm   LGB dates:   * 7th or 14th December 2017 @ 6pm (tbc) * 8th February 2018 @ 6pm * 22nd March 2018 @ 6pm * 17th May 2018 @ 6pm * 12th July 2018 @ 6pm   **Results**  KS1  Reading 69%  Writing 62.1%  Maths 69%  Combined 56.9%  KS2  Combined 54%  Reading 59% - 16% Higher   * 19% Higher * 6% Higher * 19% Higher   JM is taking a Y5 maths group. In June this will be split 4-5 ways.  AS said BPS results are higher than both Cavalry and All Saints. TJ based on Pixl tests which were lower than expected by 14%. The target was 80%; predication was 78% but was then 54%. AS asked at this stage we know what the prediction is; JW had already requested this information. GLD is 58 which has gone up. Kingsfield got 79 and BPS staff all feel ‘we can if they can’. LP stressed we couldn’t do anymore than we did, there were lots of interventions.  **EL & CH Correspondence**  EL’s correspondence to the board was agreed as being straightforward. All were in agreement with CH’s letter regarding *‘Improving Communication between parents and the School’.* There will be a Schudio upgrade in October –website says ‘under refurbishment’. Pictures need to be updated. AS suggested from a parents point of view that the start of the school year is the best time for a complete update.  LP said BPS staff is very good at communicating with parents, staff is always here to talk to and AS agreed that face-to-face, staff are very good.  TJ also acknowledged a newsletter is sent out at the start of every half term. It was discussed what might happen in the absence of ASh.  JW said the teaching is good and students are engaged, happy and learning.  FD handed a document written by KP regarding debt recovery. It was said that the Financial Controls Manual must be used. The question was raised “do we escalate and go to Stone King?” EG said a solicitor’s letter can go out. KP questioned (asked by FD) if we write off a debt after sending 3 texts and 3 letters, what is this telling other parents? It was suggested if a school trip is not paid for; the child is not to go on another trip unless it is relevant to the curriculum. TJ said 3 upcoming trips are not relevant.  KJ spoke of the change to the Exclusion Policy in that we can’t make fixed term exclusions permanent.  As a Governing Body it was asked if admission arrangements are correct.  **Any other Business**  Governors were asked to complete an up to date form for contact details. |  |
| **Date of next meeting**  Wednesday 1st November at 4pm – School Effectiveness | | |
| **Meeting closed at 7.47pm** | | |

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**ACTION POINTS**

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| **WHO** | **ACTION** |
| TJ | Book Scrutiny |
| TJ | Recalculate figures and rewrite SEF |
| Ash | Website refurbishment – to liaise with TJ |
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