



Minutes

Meeting of the Full Governing Body (FGB) of Bassingbourn Community Primary School

Tuesday 1st May 2018 - 7.00 pm

Present

Mr Sam Spreadbury (SS), Chair, Co-opted Governor
Mrs Sue Brown (SB), Co-Head teacher
Mrs Rachael Schofield (RS), Co-Head teacher
Canon Chris Bishop (CB), LA Governor
Mr Robin Brouard (RB), Co-opted Governor (from 7.55pm)
Mr John Carter (JC), Co-opted Governor
Mrs Hilary Hodge (HH), Co-opted Governor
Mrs Nichola Morse (NMo), Co-opted Governor
Mrs Nicky Marsh (NMa), Co-opted Governor
Mr Jon Pemberton (JP), Parent Governor
Mrs Pippa Sutcliffe (PS), Parent Governor
Mrs Sarah Oliver (SO), Staff Governor
Ms Vicky Tyas (VT), Associate Member

Apologies

Mrs Claire Wright (CW), Vice Chair, Co-opted Governor

In attendance

Lisa White (LW), Clerk

ACTION

5.1 Welcome and Apologies

The Chair opened the meeting at 7.05pm. Apologies were received and accepted from Claire Wright (CW). Apologies were received and accepted from Robin Brouard (RB) for his late arrival.

The Chair welcomed new Parent Governor, Jon Pemberton to the meeting and all governors present introduced themselves.

SB apologised for the lateness of the circulation of the papers for this meeting.



5.2 Invitation for Associate Member for this meeting

The Chair advised that Stefan Mitham's (SM) term of office ended in March 2018 and explained that should he wish to continue as Parent Governor, an election would need to be held. The Chair advised that SM did not wish to continue in the role of Parent Governor but if he had wished to, he would have been invited to attend this meeting as an Associate Member in order to retain continuity.

It was noted therefore that there is now a vacancy for a Parent Governor and during a brief discussion, it was proposed and agreed that an election be held in the Autumn Term to allow parents of new Reception children to apply. RS/SB

5.3 Declarations of interest

There were no declarations of interest in relation to the agenda.

5.4 Minutes of the last meeting and matters arising

a. Draft minutes

Draft minutes of the meeting held on 27th March were circulated prior to the meeting. Subject to two minor amendments under Item 4.7 Budget for FY 2018/19, these minutes were approved as a true and accurate record of the meeting.

b. Matters Arising from the minutes (not covered elsewhere on the agenda)

27th March 2018

Item 4.5d Chair's Report

Circulate draft dates for the 2018/19 FGB meetings.

SB/RS c/f

Item 4.8 Academisation

Arrange a meeting with both MATs

SS c/f

Arrange a meeting with non-staff governors to discuss academisation

SS c/f

5.5 Chair's Report

a. Governor Induction

As noted at the last FGB meeting, a Governors' Induction Policy was circulated for review by governors. As a follow on from this, the Chair proposed that the Governing Body appoint a governor as a mentor for new governors and asked for volunteers.

Both NMo and PS confirmed they would be willing to act as a mentor for new governors.

b. Governor Training

It was noted that prior to the meeting the Chair sent an email to all governors with a list of Governor Services training courses available over the next few months. As a follow on from this, the Chair proposed that



the Governing Body appoint a Link Governor for Training who could oversee governor training and asked for volunteers. It was noted that CB volunteered to take on this role.

In addition, the Clerk suggested that a training record be put together and this was agreed by the Governing Body. CB

It was proposed and agreed that Governor Training and Link Governor visits will be added as a standing agenda item for all Committees. Committee Chairs

It was also noted that after attending a Governor training course, feedback will be brought back to the FGB.

c. Priorities as identified through survey

The Chair reminded governors of the priorities that were identified following some recent surveys:

- Buildings
- General Data Protection Regulation
- Gifted and Talented/More able
- Pupil achievement
- Pupil premium
- Safeguarding
- Pupil and Staff wellbeing

d. Barracks

SB advised the Governing Body that some information had now been received regarding the barracks and that the current expectation is that the school will need to find spaces for 9 barracks children from September 2018. It is unclear, currently if these figures reflect the movement of all military personnel or single regiment.

It was noted that the Local Authority (LA) had asked BCPS to open an additional class in KS1 due to the lack of space for any military families should they arrive. Given the information received from the Ministry of Defence (MOD), SB had asked the LA if this is still necessary and it was confirmed that the school should open an additional class despite the reduced numbers.

In addition, SB advised that the LA is still pushing ahead with expansion plans.

e. Academisation

For the benefit of the new governor, Jon Pemberton, the Chair explained the history and context of academisation for the school. It was noted that the Chair was in the process of arranging meetings with the CEOs and the Primary Executive Heads of two Multi-Academy Trusts (Cam Trust and the Anglian Learning Partnership) to establish the best fit for BCPS.

The Chair advised that as of September 2018, the Anglian Learning Partnership have appointed a new CEO, Jonathan Culpin, who is



currently the Principal of Sawston Village College.

Following a brief discussion, it was proposed and agreed that these meetings be arranged for the Autumn Term. SS

In addition, it was noted that the Chair had circulated the following reference documents from both Trusts for review by governors:

- Scheme of Delegation;
- List of Policies;
- Document on values / approaches (prospectus / charter)

As noted under Item 5.4b Matters Arising, the Chair will still arrange a meeting with non-staff governors to discuss academisation in May / June.

It was noted that a meeting with support staff has taken place and the questions raised had been passed to the People and Communications Committee for review prior to discussion at the next FGB meeting.

During the discussion, it was proposed and agreed that teaching staff are asked again if they have any further questions they wish to be addressed by the two Trusts. SB/RS

f. Correspondence

The Chair advised that no correspondence had been received.

5.6 Co-Head Teacher's Report

A Head Teacher's report was circulated prior to the meeting for review by governors. RS advised that there had been no staffing changes since the last FGB meeting and that the number of pupils on roll as of 1 May had increased by 6 children to 331. The Co-Head Teachers asked governors for any questions on the report.

A governor asked what the expectation is with regards the upcoming SATs and RS confirmed that for Year 2, the feeling is very positive, in particular with regards Maths and explained that this is as a result of some of the changes made in the teaching of Maths.

NMa explained that progress with Year 6 is being made and that lots of practice with regards test techniques etc. is taking place. RS confirmed that significant progress has been seen in areas picked up last year, for example with Spelling.

RS drew governors' attention to the Easter booster sessions that the school ran for the Year 6 pupils as well as booster groups before school and explained that these are very targeted for specific pupils.

RS then explained that the baseline for Early Years is the lowest the school has seen and this has been flagged with the Local Authority. RS advised that the school is working closely with the pre-school so that they are aware of the 'school readiness' required for Reception children. RS



also advised that nationally it has been recognised that pre-school children are not able to talk in full sentences.

Governors' asked:

Q: Are you able to quantify how many children are below the expected standard?

A: Not in terms of SEND but, the expected 'good level of development' for pupils is currently about 15 – 20% lower than the national expectation (although some pupils are at a higher level than we would expect). The prediction currently is that approx. 50% of the current Reception cohort would achieve a 'Good Level of Development' (GLD) although the school is aiming to achieve 65%+ as a result of interventions and tailored input.

Q: Are there any specific trends that you have seen with regards the pre-schools that feed in to BCPS?

A: There is one nursery that is not as pro-active as others and does not provide as much information regarding pupils' additional needs.

A governor asked if there was any research undertaken nationally with regards Speech and Language and it was confirmed that there was.

RS then gave governors a brief update on GDPR and advised that the Data Protection Officer has approved the school's privacy notices, Data Breach Policy and Data Retention Policy and practical steps including encryption of staff laptops and lockable pigeon holes are now in place.

A governor asked if the Governing Body should consider uploading governor papers to a secure area of the school website rather than attaching them to email but RS confirmed that the current system is okay. It was noted that an updated Acceptable Use Policy will be circulated to governors in September for signing which will reflect any changes as a result of the new GDPR.

In addition to the Co-Head Teacher's report, an updated School Development Plan, staff training grid (including the impact of any training undertaken) and meeting notes from a recent transition meeting with Basingstoun Village College (BVC) were circulated to governors for their review.

RS explained that progress on the SDP was very pleasing but advised governors that the school has not yet been able to roll-out the 'Step-on' training as originally hoped.

It was noted that RB joined the meeting at 7.55pm.

It was noted that the Senior Leadership Team confirmed that the recent transition meeting with BVC was very positive.



5.7 ***Governors accepted the Co-Head Teachers' report.***

Budget for FY 2018/19 for Discussion

The Chair passed the meeting over to NMo as Chair of Resources Committee at this point. NMo circulated an Income graph and a Budget report which showed 2017/18 Budget and actual spend, the 2018/19 Budget plan (versions 1 and 2) and variances over the two budget years.

NMo explained that the school finished the 2017/18 Financial year with a surplus of £13k.

NMo advised that various issues had resulted in a delay in finalising the Budget plan for 2018/19 including County asking BCPS to increase class sizes to 2-form-entry except in Years 3 and 4. This meant that there had been additional work involved in finalising the 2018/19 Budget and the two different Budgets shown on the report represent the Budget plan prior to increasing the class sizes and one following this increase.

NMo also explained that an additional class is needed and the intention is to utilise the classroom currently used by the Out of School Club (BOSC). The LA has agreed to fund a mobile classroom for BOSC so that the school is able to use the classroom currently utilised by BOSC.

In addition, there had also been a software glitch.

NMo then advised the following:

- Funding for 2018/19 is £1.3m plus a small surplus of £8k;
- Similar level of income in 2019/20 but in the 3 year budget plan, years 2 and 3 are in deficit (-£43k in 19/20 and -£71k in 20/21);
- Overall income is slightly better than previously anticipated due to additional funding (£55k) from the LA due to the increase in classes;
- Additional funding will be spent on the extra teaching staff, additional office hours and cleaning hours required to run an extra class;
- Full impact of Fairer Funding will not be seen in 2018/19 as this has been capped;
- Any extra revenue received is being spent to ensure quality provision for the pupils – the extra £105k revenue in 2018/19 is offset against £104k spent on teaching and support staff;

NMo explained that the Income graph includes the Fairer Funding and the effect it has on the budget. NMo explained the following:

- This year, an extra £138k has been added;
- Lump sum received by the school has been reduced from £150k to £110k.

A governor queried where the extra funding for pupils with Educational Health Care Plans (EHCP) was shown and it was explained that the school needs to fund the first £6k for a pupil with



an EHCP. This cost will be allocated as an overspend and at some point may mean a reduction in budgets elsewhere but the school may receive additional funding.

Following this discussion, the recommendation of the Resources Committee was for the Governing Body to approve the 2018/19 Budget.

Governors thanked the Resources Committee and in particular NMo for their hard work in putting the Budget together and approved the Budget for 2018/19.

5.8 Committees

a. Membership list available on line [here](#):

It was noted that resulting from SM's departure, the following changes to Committee membership and Link Governor roles were made:

- People & Communications Committee – JP to join;
- Website – SM to be removed;
- Sports Link Governors – RB and SO;
- ICT/eSafety Link Governor – RB;
- Staff Dismissal Committee – JP to join;
- Pupils Discipline Committee – HH to join;
- HT Salaries Committee – HH to join.

b. Education and Learning

PS advised that there had not been a meeting since the last FGB meeting.

c. Health and Safety

NMo advised that during the last meeting, the Committee had completed a 'walkaround' the school, looked at various policies and carried out risk assessments on various issues identified by the Site Manager.

d. People and Communications

It was noted that there had not been a meeting since the last FGB meeting.

e. Resources

NMo advised that the main focus of the meeting was the Budget and the renewal of the catering contract.

f. Parent Forum

RS advised that there had not been a meeting since the last FGB meeting.

Governors noted and accepted the Committee updates.

5.9 Link Governors



a. As noted above, the Committee membership list was updated and is available online [here](#):

b. **Visits – appointment of governor to oversee schedule of visits**

The Chair advised the Governing Body that it would be good to appoint a governor to oversee the schedule of governor visits. It was noted that these visits will be linked to the School Development Plan. It was noted that JC volunteered to take on this role.

During the discussion, it was agreed that the Governors' Visits Policy along with a link to The Key will be circulated to governors. SB/LW

The Chair reminded governors that the following visits need to be scheduled with visit reports to be available for the next FGB meeting:

- **Writing (extended writing, more able) – CB to arrange with NMa CB**
- **Spelling scheme - PS PS**
- **EYFS – to link in with Early Years Advisor visit – CW CW**
- **More able - SS SS**
- **Pupil Premium - PS PS**

5.10 Any other business

SB advised that she has been involved in a successful bid to secure £150k from the Department for Education (DfE) for Maths and will be attending training on Maths Mastery which will be fed back into BCPS.



The meeting closed at 8.40pm

Date and Time of Next Meeting

Tuesday 17th July 2018, 7.00pm Staff Room

School Development Plan review.