



Mrs Delia Sheppard  
Headteacher

# Burchetts Green CE Infant School

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**MINUTES OF A MEETING OF THE LOCAL GOVERNING BOARD (LGB) OF  
BURCHETTS GREEN CE INFANT SCHOOL HELD ON WEDNESDAY 1<sup>ST</sup> FEBRUARY 2017  
AT 7.30 PM IN THE SCHOOL HALL**

Present: Mrs Mandy Bains (Parent 17/04/18) Miss Bal Mistry (Parent 19-05-19)  
Mrs Cat Dale (Staff 27-09-20) Mrs Delia Sheppard, Headteacher (Staff ex-officio)  
Mrs Stephanie Davison (Community 15-12-19) Mr Peter Webster, Vice Chair (Community 10/12/20)  
Mr Louis Kunzig, Chair (Foundation 24-04-18)

In attendance: Mrs Val Derrett (Clerk)

Administrative/Statutory Items	
G17/01	<p><b>Welcome &amp; Apologies</b> Apologies were received and accepted from Revd Keith Nicholls (sabbatical), Mr John Millward (work), Mrs Helen Todd (work) and Mr Brian Wells (tenure).</p>
G17/02	<p><b>Declaration of Personal/Business Interests in any Agenda Items</b> Nothing to declare.</p>
G17/03	<p><b>Notification of Any Other Urgent Business</b> LK - ODST Leadership meeting</p>
G17/04	<p><b>Minutes and Matters arising from Meeting held on 7<sup>th</sup> December 2016</b>  <b>G16/46</b> SD still needs to sign her Declaration but the Clerk will double check whether it is actually still outstanding  <b>G16/52</b> Parent responses regarding the marketing strategy had been sent to PW, HT and JM  <b>G16/64</b> An email was circulated to all governors with our Equality Statement and as there were no responses received it is taken as accepted  <b>G16/65</b> The Terms of Reference for Resources had been sent to ODST and they are happy with them  <b>Safeguarding Training</b> – the recent training had been thorough and concise  <b>Christingle Service and the Nativity performances</b> had both been a great success   <i>Action for Clerk to check outstanding Declaration</i>             The LGB agreed the Minutes as an accurate record and were signed off as being so by the Chair and filed appropriately.         </p>
G17/05	<p><b>Equality Objectives</b> (G16/54 refers) An email with our Equality Objectives had been sent to LGB members showing details of the Equality Objectives, Success Criteria, Actions, Aims and Characteristics. We need to be aware that we need to revisit these annually and write a report demonstrating how we have met our Objectives. LK asked if DS felt there was a need to bring to each LGB but it felt that this was not necessary. DS explained, for example, that we would adapt our environment if there was an accessibility issue.  To help with clarity on paperwork/policy that comes from ODST they are going to introduce a grade system. For example Grade A would mean you can only change the name of the School and further information on grading will be sent shortly.</p>

Clerk

G17/06

**Headteacher's Report**

DS explained the **purple** sections were new items in the Report and **red** items needed Governor action. DS is very aware that OFSTED may come and want to know that Governors are fulfilling their duties and are aware of what is going on in School and visits to School will provide this evidence. BW already covers so much but we need more than one pair of eyes to look at things. We, as governors, need to be outstanding so leadership is outstanding.

Pupil numbers are still low at the moment and we do need to up our numbers. LA says there are no children as there is dip in numbers next year and this is likely to carry on. We have the film coming on to promote the School and we are regularly in the Maidenhead Advertiser. We have had our 'Oscar Day', White Waltham visit and other events featured recently.

EYFS have a review coming up on Monday 6<sup>th</sup> February and a representative from ODST is coming to look at books, work, observe lessons and meet with SD as Early Years Governor. In March we have a KS1 review as a consequence of our mid-term SIAMS (Statutory Inspection of Anglican and Methodist Schools) review. A copy of the report was included in the Headteacher's Report. Our SIAMS is actually due next year. The representative who supported mid-year has advised that some of the criteria have changed.

DS explained that following the recent SIAMS mid-term review we should be aware that the SIAMS inspection criteria are changing. One area we will want to understand as a LGB and as staff is what we mean by 'spirituality'. The staff has discussed this and have decided that what we mean it to be for the children can be summed up as 'life in all its fullness'. This is a part of a statement made by Christ which can be found in John 10:10. In addition there are also a number of small changes found in the new inspection criteria and we will know better in September what these are.

DS had sent an email saying we want to work with the Village with the 'Work to School Week' which lead to slightly less people parking and the Villagers are very grateful and also that we have moved the fireworks to a Saturday evening. Page 16 shows reply to DS from a Villager.

Early Years reporting is only done annually but DS will report after the review and Brain Builders homework will be available after the meeting for Governors to view. A workshop is being held to help parents understand the '4Rs of learning power'; Resilience, Resourceful, Reflectiveness and Relationships (reciprocity) to which the Governors are invited to attend and the date will be advised. PW made the suggestion that we should Minute 'Governor Action' items contained in the Headteacher's Report.

**Governor Action Items contained in the report:**

**Page 1** Future Leadership - a meeting of the Chair, Vice Chair and Headteacher is to be held on Friday 3<sup>rd</sup> February

**Page 3** Monitoring of quality of teaching - BW is coming in regularly to look at learning and a book scrutiny was held at the last Education Committee meeting

**Page 4** Monitoring Children's Outcomes - various Governors have been into School and continue to come into School.

**Page 7** Website monitoring - we have been working hard to get everything on the website and it would be great to give a governor the list of requirements and ask them to find the information on the site. The latest information from DC is that if OFSTED cannot find information they will give you a chance to locate it. BM offered to check the website against the list of requirements. We are trying to get more access to designing the website for better placement of drop-down menus and are awaiting handover of access information from the parent who designed the website.

**Page 13** Governors to attend School - DS will ask one of the teachers to show PW over the provision mapping when he visits on Friday 3<sup>rd</sup> February so he can gain an understanding. Governors to attend learning walks and lessons.

Parents' Evenings are Tuesday 14<sup>th</sup> March from 3.30 to 5.30 pm and Thursday 16<sup>th</sup> March from 5.00 to 7.00 pm. DS appreciates the time the Governors can give to the School to support events like this.

Attendance - there seems to be a drop off in attendance in reception boys over this reported period compared to last year. An explanation was given about the drop in the authorised attendance which

	<p>is down mainly to sickness absence. LK reported he has had fewer requests for absence since September than he has had in previous years.</p> <p style="text-align: right;">[Mandy Bains joined the meeting at 8.10 pm]</p> <p>It is the unauthorised absence that we need to monitor about rather than the authorised. For it to be an authorised absence it has to effectively be a birth, death or marriage.</p> <p><i>Action for BM to check the website against list of requirements</i></p>	<b>BM</b>
<b>G17/07</b>	<p><b><u>Committee Reports</u></b></p> <p><b>07.01 Education Committee</b> Not met since last LGB meeting</p> <p><b>07.02 Resources Committee</b> The meeting ran after the Safeguarding training. The draft Minutes had been circulated with the Agenda. Committee reviewed the budget year-to-date and we are still seeing a favourable variance. The budget had been reworked with higher carry forward balance which gives us a positive outlook although lower admission numbers. We will continue to work on the submitted budget but will monitor its position closely. When we look at our three year budget we seem to be in dire straits but in fact we are spending less each month than budgeted for. It was asked are we going to experience a hardship in the future? Some of the money is for contingency for example staff cover if someone is unwell. If we think we are going to be in deficit in year 2 and year 3 we should have enough contingency to cover this. When we worked out the budget we couldn't show that much of a deficit in year 3 as ODST didn't like it so we had to re-work it. We need to manage on the forecast rather than the budget. No money can be clawed back by ODST and the capital money that went with us on conversion is still ours to spend. Has DS got things that have been put to one side? Yes there are a few things and FOBGS are going to help with outside learning pod and an outdoor track around the School. There are plenty of things that we can spend money on if there is money there. With the School Fund one class was particularly low in voluntary contributions and we are always encouraging parents to make contributions so going to send out voluntary request at the beginning of term rather than the end and send out on different coloured paper. SD was thanked for her report.</p>	
<b>G17/08</b>	<p><b><u>Governors Training and Development</u></b> <a href="http://leadershipupdate.rbwm.org.uk">http://leadershipupdate.rbwm.org.uk</a> The Chair advised there are lots of training opportunities so please consider gaps in your training as we have a duty to do some each year.</p>	
<b>G17/09</b>	<p><b><u>Governors' Visits in to School</u></b> <b>BW</b> had given a good report on a Jubilee Church assembly. More governors attend events than we get reports back on so a couple of lines even at the LGB meeting would be helpful. <b>HT's</b> report had reported good coverage of the 'Swimarathon' in Maidenhead Advertiser with the Prime Minister attending and we have raised about £450. It was a very successful event and the children's achievement was fantastic with a couple of children who had not swum lengths before who swam quite a lot in the end. FOBGS will be entering the Swimarathon again next year. Is there a possibility to scan Governor reports and put on the website, yes should be able to. Looking at 'tweets' and wondered if a possibility to put up on the website. Good for prospective parents to see what the School has been up to. You can 'Tweet' directly from the Advertiser to your Tweet account. There are social sites out there that will feed in other forms of Social Media. <b>SD</b> reported that the Henley River and Rowing Museum trip was very well organised and very engaging for the children that supported their Thursday afternoon Art sessions. A child was taken ill during the trip and he was kept safe with a member of staff until his mother was able to collect him.</p>	
<b>Standing Items</b>		
<b>G17/10</b>	<p><b><u>Any Other Business</u></b> Is there going to be any interesting trip for the 'Chocolate' next term? We were thinking of asking a local chocolate company to come in but it would depend on the cost. We have Mars on the Slough Trading Estate and there is another more local one. There will be a chocolate fountain.</p> <p>Our 'Artsmark' is coming up for renewal and one of things we are going to do is enter Maidenhead's Got Talent. Children will be doing a song with different parts and another with solos parts. All are welcome to come along.</p>	

	<p>LK had attended the ODST Leadership meeting in Oxford at Church House. It was very very crowded. Now up to past 20 schools in the Trust with five more schools lined up to join. They have put forward some very big plans to divide into cells ie two or three Oxford cells one of which will be the 'Berkshire' cell and there is a lot of interest from West Berkshire schools to join. ODST are looking at putting a branch in Buckinghamshire. Top is the Diocese than ODST and then divisions with no division being bigger than 25 Schools. When we joined we were told all local authorities were scaling down. ODST being praised by the Diocese 'you're doing well so do it more'. LAs are finding it more difficult and if you are a Diocese schools the Diocese want to look after their Schools. An advantage of being part of a Trust is better buying power and this in turn is potentially better for us. ODST now in a different capital funding scheme from the Government. LK advised that he would send a link to the Briefing notes. Any requests for capital funding have been logged and will be treated as a matter of urgency depending on need. They did stress they have contingency to deal with schools with damp, rot and windows. It was said personally to LK that our problems were all in the system. We do need to keep in touch with them on the matter. It was stressed that what DS has been put in her report about the website was important and that websites need to be up to date and clarification is being sent out to schools shortly as to what should be on the website.</p> <p>We do have a vacancy for a skills governor that we need to fill so please share information far and wide that we are on the lookout for a governor. A governor with website skills would be good and/or IT skills. We could advertise on our website vacancy tab.</p> <p><i>Action for LK to send the Leadership links to all the LGB members</i></p>	LK
<b>For Information</b>		
G17/11	<p><b><u>Date and Time of next meeting with any suggested Agenda items</u></b></p> <p>Education – 22<sup>nd</sup> February 2017, 7.30 pm – PW may find it difficult to attend the next meeting</p> <p>Resources – 7<sup>th</sup> March 2017, 7.30 pm</p> <p>LGB – 22<sup>nd</sup> March 2017, 7.15 pm</p> <p>The meeting closed at 9.40 pm</p>	