

**FULL GOVERNING BODY MEETING  
THURSDAY 22<sup>ND</sup> NOVEMBER 2018: 7.00PM AT THE SCHOOL**

<b>Present:</b>	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Keith Hay (KH), Michael Jones (MJ), Gordon Murray-Smith (GMS), Caroline Norris (CN), Louise Pitt (LP), Helen Price (HP), Belinda Rowland (BR), Andrew Saker (ASA), Andrew Symmonds (AS) and Heather Williams (HW).
<b>Also present:</b>	Michelle Law (ML) and Carol Simpson (CS)
<b>Clerk:</b>	Rebecca Marr
<b>Circulation:</b>	All Governors, Michelle Law and Carol Simpson

Item No.	Agenda items/Discussions	Action
1.	<p><b><u>Safeguarding training (for all non-staff governors)</u></b> CN was thanked for the training.</p> <p>MJ was welcomed to the Governing Body and introductions were made.</p>	
2.	<p><b><u>Apologies</u></b> Apologies were received and accepted from Lynne Adam.</p>	
3.	<p><b><u>Declaration of interests</u></b> There was no declaration of interests made.</p>	
4.	<p><b><u>Approve the minutes of 27<sup>th</sup> September 2018</u></b> The minutes of 27<sup>th</sup> September 2018 were proposed by AC and seconded by GMS. The minutes were approved unanimously. The minutes were signed by BD as a correct record.</p>	
5.	<p><b><u>Matters arising</u></b></p> <p>5.1 <u>Amend the safeguarding policy</u> – Done. <u>Item closed.</u></p> <p>5.2 <u>Add safeguarding and the behaviour (pupil) policies to the school website and the staff folder</u> – Done. <u>Item closed.</u></p> <p>5.3 <u>To circulate the governors the list of the Foundation Stage drop in's</u> – Done. <u>Item closed.</u></p> <p>5.4 <u>To create a list of sessions for governors to assist at the forthcoming parents' evenings</u> – Done. <u>Item closed.</u></p>	
6.	<p><b><u>Governing Body organisational matters</u></b></p> <p>6.1 <u>Approve the Committees' terms of reference and statement of delegation</u> The amended terms of reference and statement of delegation had been circulated prior to the meeting. All of the terms of reference and the statement of delegation were unanimously approved.</p> <p>6.2 <u>Appoint MJ to a committee/role</u> – MJ will attend the forthcoming committee meetings with a view to deciding which committee to join.</p>	

Signed:.....  
Chair

7.

## Reports

7.1 Headteacher's report The Headteacher's report had been circulated prior to the meeting. The staffing vacancies were outlined.

The Governing Body thanked the SLT and the Office Staff for the terrific amount of work they have done whilst the school has been without a caretaker. Mrs Watson was also thanked for continuing to work full time until a job share could be recruited.

Q: In the census it shows the unauthorised absences have increased – is this a concern?

A: 2 pupils are persistent absentees but we are working with the families. There are various reasons for the absences including the taking of long holidays in term time. The absence rate of 2.87% is low.

7.3 Curriculum - It was noted that there has been no curriculum meeting since the last FGB meeting.

7.4 Staff and Finance – KH reported that the financial procedures for this year have been set up as well as appointing members to the Pay Panel. The budget is pretty much on track and CS has good control over the finances. CS and her team were thanked.

The Pay Panel has met to discuss implementing the STRB recommendations and individual pay matters.

Q: Although the Government have agreed to fund the difference to the employer pension rises this year what is the plan if we are not covered in the future?

A: The rises will need to be built into the budget. We will assume that the funding will cover the rises until we are notified differently. Future funding will depend upon the outcome of a spending review.

Q: Do we need a staffing plan to accommodate the small numbers in Foundation Stage?

A: We are conscious of the small year going through the school and we have staffing flexibility to cover this. We anticipate a higher demand for places given the likelihood of new houses being built in the local area.

7.4 Sites and Buildings – GMS gave a report on the work carried out by the Sites and Buildings Committee including the roof, lack of a site controller, car parking permits, catering and cleaning contracts. The Committee apologised to CS for the items they requested action on going to her in light of the lack of a site controller.

7.5 ASC – GMS advised that he had visited the ASC. The ASC numbers are healthy, the staff morale is good and the children are enjoying themselves. Governors should be aware of the imposition the ASC has on the school staff.

7.6 Looked after children report – The Governing Body were advised of the number of pupils and the procedures the school has to comply with. It was noted the school is fully compliant with those procedures.

Q: Do we receive additional funding and have to show how we spend it?

A: Yes.

Signed:.....  
Chair

7.7 Collaboration (including cluster and FTP) - The Governing Body were updated on the ongoing collaboration work with the FTP, Cluster and other Wokingham Schools and possible future collaboration.

Q: What is the benefit to us of the schools partnership project?

A: We had a peer review in June which has benefitted the teaching of maths in the school. It allows our staff leadership experience too.

8. **School Development Plan**

The priorities on the new SDP were circulated and reviewed. The SDP based on these priorities will be circulated shortly.

Q: How is progress measured under the SDP?

A: There is an impact section to measure progress.

Q: Is there a danger that the work under the old SDP will be lost?

A: No we are still working on the very low number of outstanding items. The computing priority will be carried over to the new SDP.

9. **Pupil matters**

9.1 Admissions – The numbers are steady.

9.2 Safeguarding including attendance, bullying, exclusions and Prevent – Nothing to report.

10. **Policies**

**The following policies were approved unanimously: attendance, core values and SEND.**

**Next steps:**

1: Add the policies to the school website and the staff folder.

Clerk

11. **National Issues**

11.1 GDPR – A request for personal governor information from Barclays Bank was discussed in light of GDPR.

12. **Training/school visits**

12.1 Governors training attended – Feedback was given on the following training courses that governors had attended recently: values based education, new governor induction, finance, Ofsted: going from good to outstanding, being a staff governor and a governor's role in a headteacher appraisal.

The Governing Body were advised of the values based education training and how this is being implemented throughout school.

**Next steps:**

1: Any governor able to attend the health and safety forum on 29<sup>th</sup> November to let the Clerk know.

2: The safeguarding training information to be sent electronically.

3: Governors that did not attend the safeguarding training to carry out the online training.

ALL  
CN/Clerk

AS/LA

13. **CPTA report (item 14 on the agenda)**

Debbie Evans (CPTA) arrived at the meeting 8.20pm.

Debbie Evans was welcomed to the meeting.

Signed:.....  
Chair

An update was given on the forthcoming Christmas Fayre. The governors agreed to cover the raffle, bar and to assist with the cash floats.

Q: Are there any funding priorities?

A: The CPTA have just agreed to find new iPad, chargers, cross country tops and some monies went towards the maintenance of the swimming pool.

The Governing Body were grateful for the monies the CPTA raise for the school particular those for the swimming pool that the school would not be able to operate without.

Q: Do we need more parents to engage with the CPTA?

A: We get good help on the day of the events but we could do with more help in preparing for the events. Perhaps some Year 7's and/or 6<sup>th</sup> formers from The Piggott School would assist on the stalls?

The Governing Body were updated on the sums raised by the CPTA at the recent film night and disco.

The CPTA were commended on the successful foundation stage discos which worked well for the children.

Debbie Evans was thanked for her report and she left the meeting 8.40pm.

12.2 Link governor visits – The Governing Body were advised of recent link governor visits to the maths, English and the creative arts teams.

12.3 Foundation learning journey drop in's – 3 governors had attended the last Foundation Stage drop in session.

14. **AOB (item 13 on the agenda)**

GMS, ASa, MJ and LP will attend the open morning on 10<sup>th</sup> January on behalf of the Governing Body.

The Governing Body were asked to approve an amendment to the safeguarding policy changing the requirement for all governors to have an enhanced DBS check without a barred list check to an enhanced check with a barred list check. This is our current practice. This was approved.

**Next steps:**

1: Governors to advise the Clerk if they are able to attend the whole school Christmas lunch

2: Amend the safeguarding policy

ALL

Clerk

15. **Next meeting**

Thursday 31<sup>st</sup> January at 7pm.

The meeting ended at 8.50pm.

Signed:.....  
Chair