

**FULL GOVERNING BODY MEETING
THURSDAY 23rd MAY 2019: 7.00PM AT THE SCHOOL**

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

Item No.	Agenda items/Discussions	Action
1.	<p><u>Apologies</u> Apologies were received and accepted from Anne Cronin and Michelle Law.</p> <p>CN arrived at the meeting (7.05pm).</p> <p>KR was welcomed to the Governing Body and introductions were made.</p>	
2.	<p><u>Declaration of interests</u> There was no declaration of interests made.</p>	
3.	<p><u>Approve the minutes of 25th April 2019</u> The minutes of 25th April 2019 were proposed by HP and seconded by AS. The minutes were approved unanimously. The minutes were signed by BD as a correct record.</p>	
4.	<p><u>Matters arising</u> All matters arising had been completed. It was noted that the approved budget had been submitted to Wokingham Council.</p>	
5.	<p><u>Governing Body organisational matters</u></p> <p>5.1 <u>Appoint MJ to a committee/role – MJ was appointed to the Curriculum Committee as was KR.</u></p> <p>KR was invited to attend other committee meetings to ascertain if she would like to be a member of those committees as well.</p> <p>5.2 <u>Appoint a Health and Safety Governor – ASA was appointed as the Health and Safety governor.</u></p>	
6.	<p><u>Reports</u></p> <p>6.1 <u>Head's report</u> - The Head's report had been circulated prior to the meeting. It was noted that Wokingham Council have not provided final admission numbers for entry in September but it is likely that they will be around the same as last year.</p> <p>The SATS have been completed with no problems. We were moderated on how we administer the papers and store them. Foundation Stage</p>	

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and KS1 are also being moderated.

Q: Is it possible to send some information to parents on the KS1 tests?

A: The staff inform the pupils and the SATS are only part of the evidence. Information on the SATS is widely available on the internet and we need to be careful that the parents do not place any pressure on the pupils.

Q: Are we fully staffed in September?

A: Yes although the deadline for teacher resignations is 31st May.

Q: The uptake to the E-Safety evening was disappointing given how important the issue is - what is the plan going forward?

A: It was disappointing as we had marketed it well and sent the date out well in advance like the Governing Body had asked us to do. Given how busy the rest of the Summer term is the e-safety evening will be postponed until September. We will give further thought as to how to increase the uptake.

Various suggestions were made including posing questions to parents and linking these to a newspaper article, posing 5 questions on Twitter with answers, allowing parents to dial into the presentation and showing clips of the pupils and what they have encountered or found difficult.

Q: Do we cover E- safety and safeguarding with the pupils?

A: Yes very frequently whenever they use the computers and through the curriculum.

6.2 Curriculum – There has not been a curriculum meeting since the last FGB meeting so there was nothing to report.

6.3 Staff and Finance - The Governing Body were advised that this year's budget is fine but there are likely to be some difficulties in the future. It is the start of the financial year so there are no variances to report.

A staffing update was given.

6.4 Sites and Buildings - The Chair of the Committee updated the FGB on the disappointing response from Wokingham Council (WBC) regarding the repairs required to the roof. The Committee have agreed to write back to Wokingham pointing out all the issues that are not maintenance related. It is hoped to receive a response before 3rd June when there is a meeting at the school between the Project Manager from WBC and Single Ply Services.

The maintenance plan of the school was reviewed by the Committee and will be on every agenda going forward.

The Committee were pleased to report that the Site Controller has agreed to stay on.

6.5 ASC – There are no issues to report. An email has been received from a parent advising that their child was initially hesitant at going to Stanlake but they are loving going.

6.6 Collaboration (Including Cluster and FTP) – In addition to the Head's report, a Senior Leader is being trained on peer to peer

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support. CS has joined the Berkshire Bursar's Group and work is ongoing in the Cluster.

6.7 Website Development Working Party – The recent parental survey on the website/learning platform was discussed. There is some complexity around the systems used and how they integrate and how they look if viewing on a phone. If the website is changed we will need to change the learning hub which comes with a cost implication. The Working Party plans to meet with the current supplier to see what improvements they can make. This meeting will hopefully have representatives from the different user groups to share what difficulties and ideas they have.

7. **School Development Plan**

7.1 – Monitor progress – The Governing Body were informed that at every SLT meeting the progress made under the SDP is discussed and all dates have been met. After the pupil reports have been prepared the SDP will be updated to show the impact and this will be shared with the Governing Body.

Q: Have you ever looked back at previous SDP's and seen the impact they have had?

A: Yes we did this very recently.

7.2 – Parental survey results – It was felt that the response rate was good. The school were happy with the questions asked but would consider in future altering the responses from neither agree or disagree to strongly agree, agree, disagree, strongly disagree. Where the responses were neither agree or disagree these were taken to be satisfied responses.

The level of satisfaction was generally high. The two areas showing some dissatisfaction were knowing the progress of their children and feedback. As a result of this it is planned to add to the end of year reports what parents can do at home to help their children. Curriculum maps are on the website which will help parents expand or encourage their child's interest if they wish to do so. As usual a letter will be sent to parents on the action points arising from the parental survey.

Q: If our parents would like more homework should we not give it to them particularly if some feedback is saying the pupils are not ready for the Piggott School?

A: I am happy to review the giving of homework but homework will not advance the pupils. We have only had positive feedback from Piggott on the readiness of our pupils who are independent when they arrive and able to use a timetable. I would say Colleton pupils are less used to sitting in a formal setting but that takes only a matter of weeks for the pupils to get used to. We could do an end of Year 7 survey as to how the pupils think they were prepared. Our ethos is doing what best is for our pupils which is not limited to sitting the Year 6 SATS' paper.

8. **Pupil matters**

8.1 Admissions – Already covered in the Head's report.

8.2 Safeguarding including attendance, bullying, exclusions and Prevent – The Education Welfare Officer has issued a penalty notice to a family. Our overall attendance rate is around 96-97% which is a slight decrease due to some pupils being on a part time timetable which is in

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their best interests.

The school is managing one pupil in connection with bullying several other children. The outcomes have been positive so far.

Q: Are any teachers in the playground at lunchtime?

A: No as they need a break. The lunchtime controllers are experienced and highly trained.

There are no exclusions or prevent issues to report.

9. **Policies**

None.

10. **National Issues**

10.1 **GDPR** – The Data Protection Officer advised the FGB of a cyber breach which took place on 1st May. No data was taken off site but the ICO was advised within the 72 hour time limit. The ICO has closed the case as no data was taken off site. Once we have a report from our Computer Consultants we report back to the ICO. An audit of our IT security is being planned.

ASA was thanked for his hard work in dealing with this data breach and reporting it to the ICO. Eve Musulanov was thanked for getting the system working again to allow staff to write the end of year reports.

The air pollution in Twyford around the crossroads was discussed. The school will be asked to design posters for the crossroads asking drivers to turn their engines off whilst waiting. Something similar could be devised for the school gates to encourage parents using the drop off point to turn their engine off whilst waiting.

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

Stephanie Robilliard (SR), Chair of the CPTA, arrived at the meeting (8.35pm) and was welcomed.

SR gave a report to the FGB; the highlights of which were:

- She apologised for missing the last FGB meeting.
- The swimming pool will be open after half term. A mural is being put up on the back wall and the Older Team pupils are having a design competition for some more wall artwork. New equipment has been ordered for the pool.
- The Summer Fayre is reverting to a more traditional type of fayre with a circus theme. The Summer Fayre will take place at 2.30pm – 5pm on Saturday 6th July.
- The CPTA are considering not releasing tickets for the school discos until there are sufficient helpers as securing enough help has been very difficult.
- In association with Twyford Together and Emma's Kitchen we will become a recycling hub which will also generate funds for our school.

Q: Do you need any help from governors for the Summer Fayre?

A: To cover the bar would be a great help.

Q: How many do you have on the CPTA Committee?

A: We are not a big team but we are energetic. Each Team Rep will have a target of a number of stalls to ensure are manned.

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SR was asked to liaise with School Council as they had some good ideas for the fayre. School Council's idea of an eco- Friday could also link in with the recycling scheme of the CPTA.

SR was thanked for her report. Governors offered their support and help to the CPTA.

SR left the meeting (8.50pm).

12. **Training/school visits (item 11 on the agenda)**

11.1 Governors training attended – Report forms had been circulated. The FGB were advised of free training from by GovernEd.

11.2 Link Governor visits – Nothing to report.

11.3 Foundation Stage drop in's – These were all finished for the year.

Next steps:

1: Governors to review The Key and report back at the next meeting whether it would be beneficial to renew this subscription.

ALL

13. **AOB including Twyford in Bloom (item 12 on the agenda)**

There are associated Part II minutes that cover confidential matters.

Governors were warmly invited to the next open morning for prospective parents on 13th June at 9.30am.

Governors were reminded that the positions of chair and vice chair will be up for election in September and any governors thinking they would like in the future to take on one of these roles (or Chair of a Committee) could think about shadowing the existing post holder. The same applies to assisting at staff interviews. Safer recruitment training through the NSPCC is available.

14. **Next meeting**

Thursday 4th July at 7pm.

The meeting ended at 9.25pm.

Signed:.....
Chair