

**FULL GOVERNING BODY MEETING  
THURSDAY 27TH SEPTEMBER 2018: 7.00PM AT THE SCHOOL**

<b>Present:</b>	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Keith Hay (KH), Gordon Murray-Smith (GMS), Caroline Norris (CN), Louise Pitt (LP), Helen Price (HP), Belinda Rowland (BR), Andrew Saker (ASA) 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
	All governors present attended GDPR training prior to the meeting commencing.	
1.	<b><u>Apologies</u></b> Apologies were received and accepted from Lynne Adam and Andrew Symmonds.	
2.	<b><u>Declaration of interests</u></b> There was no declaration of interests made.	
3.	<b><u>Elect a chair</u></b> BD was proposed as chair by two members of the Governing Body. <b>BD was unanimously appointed as Chair.</b>	
4.	<b><u>Elect a vice chair</u></b> KH was proposed as vice chair by two members of the Governing Body. <b>KH was unanimously appointed as vice chair.</b>	
5.	<b><u>Approve the minutes of 5<sup>th</sup> July 2018</u></b> The minutes of 5 <sup>th</sup> July 2018 were proposed by AC and seconded by BR. The minutes were approved with one abstention. The minutes were signed by BD as a correct record.	
6.	<b><u>Matters arising</u></b> 6.1 <u>Sign up to the governor part of The Key – Done. Item closed.</u>  6.2 <u>Review the model safeguarding policy on The Key – Done. Item closed.</u>  6.3 <u>Circulate the EEF review document – Done. Item closed.</u>  6.4 <u>Add safeguarding and SEN policies to the next agenda – Done. Item closed.</u>  6.5 <u>Arrange for GDPR training before the next FGB meeting. Done. Item closed.</u>  6.6 <u>Investigate whether The Key provides ongoing GDPR training – Done. Item closed.</u>	

Signed:.....  
Chair

7. **Governing Body organisational matters**

7.1 Academy Group report (item 7.6 on the agenda) – There are associated Part II minutes that cover confidential information.

7.2 Ratify the decision of WBC to appoint a Local Authority Governor (item 7.1 on the agenda) – **The Governing Body unanimously ratified the decision of Wokingham Borough Council to appoint HW as the school’s local authority governor.**

7.3 Appoint governors and a clerk to each Committee/working party (item 7.2 on the agenda) – The Governing Body disbanded the PR Committee and the Academy Working Party on the basis that these were not required at the current time. They would be re-established if the need arose in the future. It was agreed that there would be a governor responsible for PR and for collaboration.

**Governors were appointed to committees and given specific roles/responsibilities (as detailed in the attached committee membership document).**

**RM was appointed as Clerk to the FGB, the Curriculum Committee and the Staff and Finance Committee. GMS was appointed as Clerk to the Sites and Buildings Committee.**

7.4 Set FGB meetings for this academic year (item 7.3 on the agenda) – Dates for the FGB meetings were set for 22<sup>nd</sup> November 2018, 31<sup>st</sup> January 2019, 28<sup>th</sup> March 2019, 25<sup>th</sup> April (to approve the budget only), 23<sup>rd</sup> May 2019 and 4<sup>th</sup> July 2019.

7.5 Set meeting dates for each of the committees/working parties to meet (item 7.4 on the agenda) – It was noted that the next curriculum meeting has been set for 29<sup>th</sup> November at 8.30am. The next staff and finance meeting was set for 10<sup>th</sup> October at 6.30pm and the next site and building meeting was set for 18<sup>th</sup> October at 8.45am.

7.6 Approve the parent governor election timetable and the appointment of the Returning Officer (item 7.5 on the agenda) – **Approval previously given by email to the timetable of the parent election, and the appointment of the Clerk as the Returning Officer, was ratified unanimously.**

8. **Reports**

8.1 Headteacher’s report The Headteacher’s report had been circulated prior to the meeting. There were no questions on the report.

8.2 Curriculum - AC gave a report; the highlights of which were:

- The Committee discussed the unvalidated end of year data. There are associated Part II minutes that cover confidential information.
- The Committee were given a tour of the newly redeveloped libraries. Some gaps in the stock have been identified and funds have been earmarked to fill these.
- The Committee thanked the staff generally, Jennette Hotson, Gillian Trinh-Frost, the group of parents that assisted and last years’ Year 6 library assistants for their hard work in re-developing the libraries.
- The Committee reviewed PPG pupils and their progress/attainment.

Signed:.....  
Chair

- Feedback was given on the recent inset day and the work carried out to embed the school's values and to the behaviour policy.

AC was thanked for her report.

8.3 Staff and Finance – It was reported that the September figures are comfortable. The Committee will be looking at the changes to teachers' pay and pensions at their next meeting.

Q: Can we have an update on staffing?

A: There are 3 vacancies and we are confident of filling two. The vacancies are being covered in house until we recruit.

Q: Have we adjusted the staffing levels in foundation given the number of pupils in that stage?

A: Yes.

8.4 Sites and Buildings – The swimming pool was well used over the summer holidays, which was a delight to see. We had water ingress through the roof a week before the term started, which was so significant in Older Team we did consider delaying the start of the term for those pupils. The Sites and Buildings Committee will discuss this further at their next meeting.

8.5 PR - Nothing to report.

8.6 ASC

Q: Is the change to the collection of payments for the ASC working?

A: Yes and the number of pupils in the club are high.

9. **School Development Plan**

The Senior Leadership Team are holding a strategy day on 2<sup>nd</sup> November where the current SDP will be signed off and a new one created. All items have been completed on the current SDP. Both SDP's will be circulated to the Governing Body after the strategy day.

10. **Pupil matters**

10.1 Admissions – An update was given on the in year admissions.

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

11. **Policies**

**The safeguarding policy was unanimously approved subject to minor changes. The behaviour (pupil) policy was reviewed and approved unanimously.**

**Next steps:**

1: Amend the safeguarding policy

2: Add safeguarding and the behaviour (pupil) policies to the school website and the staff folder.

Clerk

Clerk

12. **National Issues**

The teachers' pay award to be considered by the Pay Panel and any pay increases will be backdated.

Signed:.....  
Chair

13.

**Training/school visits**

13.1 Governors training attended – ASa gave feedback on the governors' conference.

13.2 Link governor visits – Governors were encouraged to attend visits this term.

13.3 Foundation learning journey drop in's – None since the last FGB meeting.

**Next steps:**

1: To circulate to the governors the list of foundation stage drop in's this year

BR/Clerk

14.

**AOB**

The school was congratulated on receiving the silver regional award in the recent RSH awards.

They were further congratulated on the nomination for the Twyford Together awards for the school's part in the Twyford in Bloom competition.

Governors were invited to the inset day on the afternoon of 29<sup>th</sup> October. Any governors that can attend to let Sandra Thomas or the Clerk know.

AC to attend the reading evening on 3<sup>rd</sup> October to represent the Governing Body.

GMS, BD and HP to attend the open morning on 10<sup>th</sup> October to represent the Governing Body.

Governors were asked to assist at the forthcoming parents' evenings.

Governor support was sought to reduce the length of lunchtime by 15 minutes to 1 hour. The reasons were outlined to the Governing Body.

Q: Will this affect the running of the lunchtime clubs?

A: Some clubs have concerns but we are looking at ways the clubs can change to still run. The advantages of reducing the lunchtime outweigh the disadvantages.

Q: Will parents be informed?

A: Yes.

Q: Will there be any financial implications?

A: It will cost approximately a further £5,000 due to an increase in TA's working hours. Lunchtime staff hours will not be cut.

The Governing Body supported the decision to reduce the length of the lunchtime period to one hour. It saw the additional 75 minutes of learning per week the pupils would receive as a worthwhile benefit.

There are associated Part II minutes that cover confidential information.

**Next steps:**

1: To create a list of sessions for governors to assist at the forthcoming

Signed:.....  
Chair

parent evenings.

Clerk

15.

**CPTA report**

A report had been circulated prior to the meeting. The CPTA had asked for governors to attend their AGM on 5<sup>th</sup> October. Governors to attend if possible.

16.

**Next meeting**

Thursday 22<sup>nd</sup> November at 7pm.

The meeting ended at 8.30pm.

Signed:.....  
Chair