

**FULL GOVERNING BODY MEETING  
THURSDAY 28<sup>th</sup> MARCH 2019: 7.00PM AT THE SCHOOL**

<b>Present:</b>	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Gordon Murray-Smith (GMS), Caroline Norris (CN), Louise Pitt (LP), 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.	<b><u>Apologies</u></b> Apologies were received and accepted from Keith Hay, Michael Jones and Helen Price.	
2.	<b><u>Declaration of interests</u></b> There was no declaration of interests made.	
3.	<b><u>Approve the minutes of 31<sup>st</sup> January 2019</u></b> The minutes of 31 <sup>st</sup> January 2019 were proposed by AC and seconded by GMS. The minutes were approved unanimously. The minutes were signed by BD as a correct record.	
4.	<b><u>Matters arising</u></b> 4.1 <u>Amend the appendix to the freedom of information policy and add to the next agenda – Item deferred to the next meeting.</u>  <b>Next steps:</b> 1: Amend the appendix to the freedom of information policy and add to the next agenda 2: All skill audits to be returned to the Clerk	Clerk ALL
5.	<b><u>Governing Body organisational matters</u></b> 5.1 <u>Appoint MJ to a committee/role – item deferred to the next meeting.</u>  5.2 <u>Appoint a Health and Safety Governor – ASA agreed to attend the next Wokingham Council's health and safety forum with AS attending if he is unable to.</u>  5.3 <u>Approve the parent governor election timetable and appointment of the Returning Officer – The letter to parents setting out the election timetable and the process if there is a tie in the number of votes cast had been circulated prior to the meeting. The Clerk was proposed as the Returning Officer. <b>The Governing Body unanimously approved the appointment of the Clerk as the Returning Officer, the election timetable and the process in the tie in the votes as set out in the letter to parents dated 29<sup>th</sup> March 2019.</b></u>	
6.	<b><u>Reports</u></b> 6.1 <u>Headteacher's report - The Headteacher's report had been</u>	

Signed:.....  
Chair

circulated prior to the meeting. There were no questions.

6.2 Curriculum – The Chair of the Curriculum Committee gave a report; the highlights of which were:

- ZC gave a presentation on the work undertaken by the Computing Team (SDP priority 4). We are continuing with the current learning platform for one more year to allow us to consider what functions we need. VR headsets have been purchased. PC's in the E-classroom are reaching the end of their life and will be replaced with chrome books which will be stored on a trolley, allowing more flexible use of the E-classroom. The school is moving to Office 365 (cloud based storage).
- GTF gave a presentation on improving progress in writing from KS1 to KS2 (SDP Priority 1). Key points: staff have looked at the features of greater depth writing across school and have access to exemplars. There is a whole school writing action plan as well as team writing action plans. Pupils are carefully tracked – particularly those who have potential to make better than good progress or those on the borderline of achieving a greater depth level. Pupils are tackling a wider range of writing and more time is given for them to edit and improve their work. There is a writing focus in all teachers' performance management targets. The school is collaborating with Robert Piggott and Charvil Piggott on writing.
- JP gave a presentation on EAL pupils. Key points: the number of EAL pupils is steadily growing – currently 12% of total pupils (projected 17% if the trend continues). Many more pupils are bi-lingual and they are not included in the 12%. The percentage of EAL pupils meeting the age related standards is 16% less than other pupils in reading and 28% less in writing, although on the whole they make incredible progress. An EAL action plan will be discussed at SLT.
- The Committee has also looked at parental engagement, including surveys and recent attendance at school events.
- The number of PPG pupils has remained the same but the cohort has changed slightly. AC (the link governor for PPG) attended a PPG network meeting. The job specification for PPG link governors has some useful points and a PPG toolkit is due to be published this summer.
- The Committee discussed a link governor visit to Foundation Stage. The school are very pleased with the progress made by the Foundation Stage pupils since autumn despite it being a challenging cohort. The pre-moderation meeting went very well with some helpful suggestions being made.
- The PSHE group have an action plan to look at the changes being made to the RSE curriculum and how to implement these in 2020.
- We were given some lovely feedback on comments about the excellent quality of teaching at the Colleton (from several separate Piggott teachers) at the first Year 7 parent's evening.
- Two documents from Ofsted on potential changes to the framework have been placed on the learning platform. Governors were asked to read these if they were interested.

The Governing Body were advised that since the curriculum meeting JP had met with a EAL working party and has developed a plan for EAL

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pupils going forward.

HW was thanked for her helpful report following her link governor visit to Foundation Stage.

It was noted that we need to promote the VR headset trial and the favourable comments from the Piggott School.

Foundation Stage has been asked to trial the new baseline assessment. We have declined this as it will take a lot of the staff's time which will detract from teaching and it will not benefit the pupils.

Q: Are there any plans to transition the challenging cohort into Year 1?

A: We have lots of support and strategies in place which will be shared with the Year 1 staff. We have challenging pupils throughout school so staff are well equipped to manage them.

The Foundation Stage Team were commended on the assessment data despite the challenges they have faced this year. The Foundation Stage Team have made themselves very accessible to families and that is much appreciated.

### 6.3 Staff and Finance

It was noted that the underspend for 2018/19 will be higher than anticipated. Final figures will be discussed with the Committee once Wokingham Council has provided some data.

The finances for 2019/20 are looking adequate with enough funds to do what we need and would like to do.

BD has signed the catering contract and the new caterers will start in September 2019.

Q: Is the underspend due to vacancies?

A: in the main yes.

There are associated Part II minutes that cover confidential information.

### 6.4 Sites and Buildings

HP has been appointed as the Chair of this Committee.

An update was given on the roof and the recent independent survey commissioned by the school. The report shows a catalogue of design faults and shoddy workmanship and concludes that the roof leaks are affecting the fabric of the building. It was noted that as the survey was not intrusive the damage could be worse. BD, as Chair of Governors, will write to the senior levels of Wokingham Council sending them a copy of the report and urging urgent action including a meeting at the school. All governors are welcome to attend that meeting.

An update was given on internal security measures put into place.

CN attended compulsory asbestos training. We were under the impression all the asbestos had been removed from the school at the time of the build part from some in a cupboard. It transpires that asbestos surveys do not go any higher than ceiling time height. The Site Controller has looked at plans and looked in all areas of the

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school. There are two potential areas where there possibly could be asbestos higher than the ceiling tiles: in Foundation Stage and in the E- classroom. Wokingham Council are inspecting the school to double check these areas.

Q: Why don't we take the roof problems higher than WBC?

A: We will do if Wokingham fail to take any action after they have seen the report. There are new persons appointed to the top levels of Wokingham and we are hoping for a favourable response.

Q: What are the issues with the roof?

A: There are problems with the design, construction and maintenance. Maintenance cannot be carried out as there is no safety rail and the roof is very slippery.

Q: Is the next stage getting legal advice?

A: We will ask for a full response by 23<sup>rd</sup> April from Wokingham asking for their commitment to the works being done in the Summer months and monies being available for all the necessary works to be carried out. If this is not received we will consider legal advice. We will ask for recompense for the damage caused to our school such as ceiling tiles and musical instruments.

Q: Have the pupils had a practice in the event the panic alarm is activated?

A: No as it could worry the pupils given their age and the steps that need to be taken depend upon the nature of the incident. All staff are fully aware of what steps they need to take.

There are associated Part II minutes that cover confidential information.

6.5 ASC – It was noted that all is going well.

6.5 Collaboration (Including Cluster and FTP) – The Governing Body were updated on the collaboration work with Robert Piggott and Charvil Piggott in relation to writing. If this project is successful the plan is to move into other areas and use middle leaders.

6.7 Website Development Working Party – An update was given on the communication survey that will be circulated to parents after Easter. ASA attended a Data Protection Officer network meeting and social media was discussed. He plans to discuss with Maiden Erleigh the school having a facebook page with no facility to leave comments as this may be something we could use.

**Next steps:**

1: Circulate the roof report to all governors.

Clerk

7. **School Development Plan**

An update was given on the work carried out under the SDP.

The Governing Body were asked to bear in mind the high numbers of pupils with SEN we have and if these numbers continue to rise whether we will be able to meet their needs due to capacity and/or finance.

Q: What year group are the SEN pupils in?

A: Across the board but we have taken quite a few in Middle Team.

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Chair

The Governing Body asked for the numbers of SEN pupils in each year group to be brought to the next meeting as the Governing Body are mindful of the effect on other pupils as well as staff. It was noted that this is a national and certainly a local authority issue. Wokingham only have 51 places for SEN pupils yet 51 children in the North Cluster are awaiting a diagnosis or an ECHP. Nationally there is a deficit in funding for high needs pupils.

**Next steps:**

1: Add the numbers of SEN pupils to the next FGB agenda

Clerk

8.

**Pupil matters**

**8.1 Admissions**

Q: Do we know the reasons for pupils leaving the school?

A: Most have gone to the school they should have gone to from the start for instance those living in Woodley. Some leave as they think a particular setting will suit their child better. There are no trends or exodus.

Q: Could we run an open evening instead of an open morning?

A: The school won't be seen in action and that places a burden on the staff. We are looking at ways to market the school including video clips of lessons.

**8.2 Safeguarding including attendance, bullying, exclusions and Prevent –**

There is nothing to report.

9.

**Policies**

9.1 Freedom of information – Item already deferred.

10.

**National Issues**

10.1 GDPR – The Data Protection Officer attended a network meeting.

AS left the meeting (8.40pm)

Highlights of the network meeting were advice given on subject access requests and making sure old data is cleared to de-risk subject access requests.

It was noted that the data maps are being updated.

AS re-entered the meeting (8.45pm).

11.

**Training/school visits**

11.1 Governors training attended – LP gave feedback on the assessing pupil progress course she attended.

Q: Do you feel in light of the course we should present data any differently?

A: I will forward the presentation of data I found beneficial.

11.2 Link Governor visits – Feedback was given on the recent link governor visits in Foundation Stage, pupil premium and RSE.

11.3 Foundation Stage drop in's

Governors were warmly invited to the last foundation stage drop in on Friday 10<sup>th</sup> May.

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Chair

12.

**AOB**

Governors were invited to attend the E-safety evening on 15<sup>th</sup> May (7.30pm – 9pm). Several questions will be sent out to the Parent Body after the evening to evaluate the evening.

Q: Can we video the evening for the Parent Body?

A: This needs further consideration as it may discourage parents from attending.

Q: Can we promote less pollution around the school caused by cars running idle?

A: Older Team will be covering this as part of their topic next term so perhaps they can do a survey and persuasive writing in relation to this. The children making posters and putting them up around the school park is also a possibility.

13.

**CPTA report**

The CPTA representative did not attend.

It was noted that CN and BD had had a productive meeting with representatives from the CPTA. The CPTA questions for inclusion in the communication survey will be chased.

14.

**Next meeting**

Thursday 25<sup>th</sup> April at 8pm to approve the budget only.

The meeting ended at 9pm.

Signed:.....  
Chair