

**FULL GOVERNING BODY MEETING
THURSDAY 31st JANUARY 2019: 7.00PM AT THE SCHOOL**

Present:	Anne Cronin (AC), Bridget Ditcham (BD – Chair), 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).
Also present:	Michelle Law (ML) and Carol Simpson (CS)
Clerk:	Rebecca Marr
Circulation:	All Governors, Michelle Law and Carol Simpson

Item No.	Agenda items/Discussions	Action
1.	<u>Apologies</u> Apologies were received and accepted from Lynne Adam and Keith Hay.	
2.	<u>Declaration of interests</u> There was no declaration of interests made.	
3.	<u>Approve the minutes of 22nd November 2018</u> The minutes of 22 nd November 2018 were proposed by AC and seconded by HW. The minutes were approved unanimously. The minutes were signed by BD as a correct record.	
4.	<u>Matters arising</u> 4.1 <u>Add the policies to the school website and staff folder</u> – Done. <u>Item closed.</u> 4.2 <u>Any governor able to attend the health and safety forum on 29th November to let the Clerk know</u> – Done. BD attended the training. <u>Item closed.</u> 4.3 <u>The safeguarding training information to be sent electronically</u> – Done. <u>Item closed.</u> 4.4 <u>Governors that did not attend the safeguarding training to carry out the online training.</u> <u>Item closed.</u> 4.5 <u>Governors to advise the Clerk if they are able to attend the whole school Christmas lunch</u> – Done. <u>Item closed.</u> 4.6 <u>Amend the safeguarding policy</u> – Done. <u>Item closed.</u>	
5.	<u>Governing Body organisational matters</u> 5.1 <u>Appoint MJ to a committee/role</u> – item deferred to the next meeting.	
6.	<u>Reports</u> 6.1 <u>Headteacher's report</u> - The Headteacher's report had been circulated prior to the meeting. There were no questions.	

Signed:.....
Chair

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

- Caroline Dobson gave a presentation to the Committee on her Forest School accreditation and how this has impacted the school. 180 hours work was involved in passing the accreditation. Although only those with certificates can deliver the Forest School learning, the other teams have used the Forest School ideas when designing their outdoor days.
- It would be beneficial for another member of staff to become accredited to enable the Forest School to be rolled out in the other teams.
- If anyone has firewood, that would be helpful.
- Governors were invited to help at the Forest School mornings every Wednesday.
- The Committee thanked Caroline Dobson and passed on their appreciation for her hard work and personal time spent on passing her Forest School accreditation. This has made a significant difference to a lot of children.
- The Committee were updated on the work being carried out by the Computing Team (SDP Priority 4) including the trialling and subsequent purchase of VR headsets to bring curriculum subjects to life. The learning platform's use and whether there is a better product is a question that needs to be carefully considered and a staff meeting has been held to discuss its use. It is linked to the website, so there are implications if it is discontinued. It is also the platform that the pupils use to safely access the web, games and apps. Parents will be consulted via the forthcoming parent survey.
- PPG funding is 'diminishing the difference' - in particular, 100% of the PPG pupils met or exceeded their reading targets and 100% met their writing and maths progress targets.
- The Committee discussed parental involvement in school and particularly how to ensure more engagement in this year's survey. Ideas included sending a flyer before the survey was circulated, sending a few questions a week or having the surveys to complete at parents' evenings. Reasons for a lack of parental involvement will try to be gathered from the results of the survey.
- The terms of reference for the committee were discussed. It was agreed to remove the reference to the chair not being a member of staff as that was not a statutory requirement.
- The Committee met the School Council and explained the role of the governors.

6.3 Staff and Finance – BD read out a statement from the Chair of the Staff and Finance Committee. The highlights of which were:

- The budget was reviewed and the December budget monitoring return was approved.
- The SFVS was reviewed and approved.
- 2019-20 is showing a small in year deficit due to an increase in staffing on costs.
- The Committee agreed to implement the national pay increases. The school will review their staffing grades.
- The work on GDPR is progressing and we are compliant.
- The Headteacher's report given to the FGB today gave a staffing update.
- The Committee reviewed contract renewals and the school are

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Chair

in the final stages of completing a catering contract with Ward and Edwards which will save the school £8,000 circa.

- The school has opted in to Wokingham Council's financial management service for 1 year to allow us to determine the workload if we opted out.

Q: Do you need any HR help?

A: No we buy into a specialised HR service for schools.

The Governing Body unanimously approved the SFVS and BD signed the document accordingly.

7.4 Sites and Buildings – GMS gave a report on the work carried out by the Sites and Buildings Committee including the roof, the appointment of a Site Controller and the health and safety audit. As a result of the extension the school's lightening conductor is not large enough for purpose. Wokingham Council should have known about this and are responsible for rectifying it. Similarly the same applies to the lack of a smoke detector in the server room and emergency lighting in the disabled toilet.

GMS apologised for the delay in circulating the last set of minutes.

A summary was given to the Governing Body on the outcome of the recent health and safety audit which the Sites and Buildings Committee will discuss more fully at their meeting on 5th February.

6.5 ASC – The pupil numbers at the ASC were discussed.

6.6 Collaboration (Including Cluster and FTP) – The Governing Body were advised of some collaboration work with Robert Piggott and Charvil Piggott to raise standards in writing including the teaching of spellings.

Q: Is this work as a result of our writing levels not being good?

A: Our attainment was excellent with 92% of pupils reaching the expected standard. It was our progress as the cohort's attainment at the end of KS1 was very high. We would like to develop the pupils mastery of writing further.

Q: Will the decision of most North Cluster schools to join The Keys multi-academy trust affect the cluster collaboration work?

A: We will have to wait and see.

6.7 Website Development Working Party – The Governing Body were advised that the working party's first meeting looked at the school website and the potential ways it could be improved. The current contract with My Learning has been extended for 1 year to allow time to look at what other companies can offer. The forthcoming parental survey will ask questions on parental use of the website. The staff will also be asked for feedback on the use of My Learning.

7. **School Development Plan**

The new SDP had been circulated before the meeting. It was noted that the SDP had now been costed.

8. **Pupil matters**

8.1 Admissions – The changes to the admission numbers were in the

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Chair

Headteacher's report. The Governing Body noted that there is likely to be a second low intake into Foundation Stage in September due to a low birth year in the locality but then the numbers are expected to increase again.

Q: Is there anything we can do to increase the number of places being taken?

A: The numbers are to do with birth rates. We already promote ourselves in the local community, by working with Starlings Children's Centre and Little Acorns and via social media. We however only want pupils to come to our school if it is the right school for them.

Q: Do we know the percentage of pupils that come here after they attend the open morning?

A: No we don't but this could be useful.

It was agreed that it would be useful for a governor with pupils in Foundation Stage to speak at the open mornings and give their perspective.

Q: Do we do any follow up with the parents who attend the open mornings?

A: No but we could write and thank them for coming and ask if they have any queries to contact us.

8.2 Safeguarding including attendance, bullying, exclusions and Prevent – A couple of letters have been sent to families regarding their children's absences.

The Governing Body were advised of an incident of bullying. There are associated part II minutes that cover confidential information.

There have been no exclusions or incidents relating to prevent.

9. **Policies**

9.1 Freedom of information - It was agreed to defer this to the next meeting. The policy has been streamlined and amended in accordance with the ICO's model policy. The appendix still needs to be amended in light of the policy changes.

Next steps:

1: Amend the appendix to the Freedom of information policy and add to the next agenda.

Clerk

10. **National Issues**

10.1 GDPR – There are no incidents to report. The Governors were referred to advice regarding the use of Facebook and their role as governors.

11. **Training/school visits**

11.1 Governors training attended – Feedback was given on the following training courses that governors had attended recently: Clerk's briefings and supporting and challenging your school. It was noted that the Governing Body are undertaking a skills audit as recommended by the supporting and challenging your school training course.

11.2 Link Governor visits

Q: Could the Governing Body have presentations by members of staff

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Chair

on their specialist areas?

A: The Curriculum Committee have presentations from members of staff based on the priorities in the SDP.

11.3 Foundation Stage drop in's

Q: Has there been a good parental engagement?

A: Yes.

12.

AOB

Governors gave their availability to assist at the forthcoming parents' evenings and interviews.

13.

CPTA report (item 14 on the agenda)

A written report had been circulated to the Governing Body before the meeting.

The Governor's were asked if they wished to enter a governors team for the CPTA quiz on 29th March to advise the Clerk.

14.

Next meeting

Thursday 28th March at 7pm.

The meeting ended at 8.55pm.

Signed:.....
Chair