

**FULL GOVERNING BODY MEETING  
THURSDAY 4<sup>th</sup> JULY 2019: 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), Katharine Rooney (KR), 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 Michael Jones.	
2.	<b><u>Declaration of interests</u></b> There was no declaration of interests made.	
3.	<b><u>Approve the minutes of 23<sup>rd</sup> May 2019</u></b> The minutes of 23 <sup>rd</sup> May 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> AS arrived at the meeting (19.08).  The Governing Body discussed renewing the subscription to The Key. Although parts of the website were useful, it was felt given the cost we would not renew the subscription. This will be reviewed in April.	
5.	<b><u>Governing Body organisational matters</u></b> 5.1 <b><u>Appoint Co-opted governors</u></b> - BD and KH left the meeting (19.11).  <b>The Governing Body unanimously appointed BD and KH as co-opted governors for a further 4 year term.</b>  BD and KH re-entered the meeting (19.13) and were thanked for standing again as co-opted governors.  5.2 <b><u>Approval of a parent governor election timetable and appointment of a Returning Officer</u></b> – The election timetable, the process in the event in a tie of votes and the appointment of the Clerk as the Returning Officer had been circulated prior to the meeting. <b>The Governing Body unanimously approved the timetable and the process in the event in a tie of votes as set out in the letter to parents dated 20<sup>th</sup> September 2019. The Governing Body also unanimously appointed the Clerk as the Returning Officer.</b>	
6.	<b><u>Reports</u></b> 6.1 <b><u>Head's report</u></b> - The Head's report had been circulated prior to the	

Signed:.....  
Chair

meeting.

The Governing Body were pleased to learn the school is fully staffed in September and there has been lots of interest in the Inclusion Teacher vacancy.

The school has been approached to take part in an intergenerational project which will begin in September and develop over time. Projects include reading in all teams, playing traditional board games in Foundation Stage and creating an intergenerational garden. The aim is to strengthen community ties and benefit all pupils.

There are associated Part II minutes that cover confidential information.

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

- The Committee has reviewed targets across school and monitored the end of year data.
- The Committee has looked at parental engagement throughout school.
- The rolling programme has been reviewed as well as new pupil tracking sheet for PPG pupils.
- The RSE policy was approved and link governor visits were monitored.
- The Committee were excited to learn of a project ML is undertaking as part of her NPQH to provide further support to PPG pupils to increase their vocabulary and improve sentence construction.
- Consideration was given to more governors undertaking the safer recruitment training to assist at staff interviews.

**Next steps:**

1: If any governor would like to do the safer recruitment training they should contact CS who will arrange the course.

ALL

AC was thanked for her report.

6.3 Staff and Finance – The Committee has not met since the last FGB meeting but the staffing and budget are all on track (save for the additional member of staff included after the budget was approved which the FGB are already aware of and approved the appointment of).

6.4 Sites and Buildings – The Chair of the Committee advised that Wokingham Council (WBC) had visited the school and had sent a written response in relation to the roof leaks. WBC has made a proposal to make the roof safe to allow our Site Controller to maintain the roof but we believe that the proposal does not go far enough. WBC also wishes to carry out an electronic survey to identify the leaks. We are concerned this survey will not identify all the defects such as the falls slope the incorrect way.

Twyford in Bloom was a success – thank you to the pupils and staff involved.

**Next steps:**

1: The Local Authority Governor to write to WBC reaffirming that the roof is part of the fabric of the building thus is WBC's responsibility as

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Chair

is the safety of the Site Controller as they are the employers.

HW/HP

6.5 ASC – The number of pupils requiring places next year means we will continue to need 2 settings.

6.6 Collaboration (Including Cluster and FTP) – Collaboration is continuing.

6.7 Website Development Working Party – There is a meeting planned with the website provider to review what changes can be made to the website and my learning. If we are not satisfied with what they can provide we will look at other providers.

Q: Will there be representatives from all user groups?

A: As the meeting is only scheduled for an hour there will be insufficient time but we can have a follow up meeting if it is worthwhile to do so.

7. **School Development Plan**

The next step is for the impact section to be updated and shared with the Governing Body.

8. **Pupil matters**

8.1 Admissions – An update on admissions was given. The school has written to WBC for future pupil projections and are still awaiting a reply.

There are associated Part II minutes that cover confidential information.

8.2 Safeguarding including attendance, bullying, exclusions and Prevent – The Chair of Governors has received a letter from a parent concerned her child is being bullied. The Chair will meet with CN and ML to discuss and will respond to the parent accordingly. The Chair will advise if further governing body involvement is necessary.

A recent meeting with the Education Welfare Officer (EWO) was very positive. The persistent absenteeism rate is lowering and the EWO was pleased with the work being done with these families around attendance.

There are no exclusions or prevent issues to report.

9. **Policies**

All of the policies had been circulated prior to the meeting. **The Governing Body unanimously approved all of the policies with the caveat that if the Freedom of information was incompatible with the GDPR policy the policies would be brought back to a FGB meeting.**

**Next steps:**

1: Check the compatibility of the GDPR and the freedom of information policies

2: Place the policies on the school website and in the staff folder

Clerk  
Clerk

10. **National Issues**

10.1 GDPR – The Data Protection Officer (DPO) advised the FGB that Watermans had provided a report following the recent cyberattack on the school's computer network. It was clearly a deliberate act but no

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Chair

data was taken off site. Some work has been done to test the passwords being used. The DPO recommends an IT and security audit although this is cost dependent.

It was agreed for governors to hold a strategy day around October time to look at the SDP, core values, speak to staff etc.

**Next steps:**

1: To arrange the Governor strategy day

Clerk

11.

**Training/school visits**

11.1 Findings from the Governors skills audit – The results and the resultant report on possible skill gaps had been circulated prior to the meeting and discussed. Governors to consider what training courses they would like to attend based on their results.

11.2 Governors training attended – KR gave feedback on the new governor induction training she attended.

11.3 Link Governor visits – 2 visit forms from the recent cross curricular mornings had been circulated prior to the meeting. The school was pleased with the level of parental attendance particularly given the mornings were the same week as sports day.

Q: The slides from the presentation were helpful –will these be placed on the website?

A: Yes.

The Governing Body thanked the staff for the cross curricular mornings.

12.

**AOB**

A member of staff is retiring and the school are planning a retirement tea. Further details will be sent to governors in due course.

13.

**CPTA report**

A report sent by the CPTA was read out to the Governing Body.

14.

**Date of the next meeting** -Thursday 19<sup>th</sup> September at 7pm.

The meeting ended at 8.55pm.

Signed:.....  
Chair