

**FULL GOVERNING BODY MEETING  
THURSDAY 19<sup>th</sup> SEPTEMBER 2019: 7.00PM AT THE SCHOOL**

<b>Present:</b>	Bridget Ditcham (BD – Chair), Michael Jones (MJ), 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.	<p><b><u>Apologies</u></b> Governors were welcomed to their first meeting of the academic year. Apologies were received and accepted from Anne Cronin and Keith Hay.</p>	
2.	<p><b><u>Declaration of interests</u></b> There was no declaration of interests made.</p>	
3.	<p><b><u>Elect a Chair</u></b> (This item was chaired by the Clerk).</p> <p>BD was nominated for the position of Chair by HW. This was seconded by HP. <b>BD was unanimously elected as Chair.</b></p> <p>BD indicated that she would not be standing next year for the position of chair. Governors were asked to consider shadowing BD this year to get a flavour of the role.</p>	
4.	<p><b><u>Elect a vice chair</u></b> KH had previously indicated he was willing to stand again for the role of vice chair.</p> <p>AS arrived at the meeting (7.05pm).</p> <p>BD nominated KH for vice chair. <b>KH was unanimously elected as vice chair.</b></p>	
5.	<p><b><u>Approve the minutes of 4<sup>th</sup> July 2019</u></b> The minutes of 4<sup>th</sup> July 2019 were proposed by BR and seconded by LP. <b>The minutes were approved unanimously.</b> The minutes were signed by BD as a correct record.</p>	
6.	<p><b><u>Matters arising</u></b> <u>If any governor would like to do the safer recruitment training they should contact CS who will arrange the course</u> – BD and HP confirmed they will undertake the training. CS to send the link to the training.</p> <p><u>The Local Authority Governor to write to WBC reaffirming that the roof</u></p>	

Signed:.....  
Chair

is part of the fabric of the building thus is WBC's responsibility as is the safety of the Site Controller as they are the employers. Done. Item will be covered as part of agenda item 8.4. Item closed.

Check the compatibility of the GDPR and the freedom of information policies. Done. Item will be covered in agenda item 11. Item closed.

Place the policies on the school website and in the staff folder. Done. Item closed.

To arrange the Governor strategy day – Done. Governors were reminded that the strategy day will take place on Friday 8<sup>th</sup> November at Stanlake Pavilion. The agenda will be sent shortly and will be a school led information day. Item closed.

**Next steps:**

- 1: CS to send the link for the safer recruitment training to HP and BD
- 2: Governors to advise the Clerk of any dietary requirements for governor day.

CS  
ALL

7. **Governing Body organisational matters**

7.1 Appoint governors and a Clerk to each Committee/working party – a list of committee membership and specific governor roles had been circulated prior to the meeting based on last year's membership/roles and requests from governors. The changes were reviewed.

In addition to the changes **LP was appointed to the performance management group. KR was appointed as link to the School Council.**

**The Governing Body unanimously approved the Committee membership and the specific governor roles as set out in the attached document. The Governing Body also unanimously appointed the Clerk to clerk the following meetings: FGB, curriculum, staff & finance and sites & buildings.**

There are associated Part II minutes that cover confidential information.

8. **Reports**

8.1 Head's report -

A written Head's report was dispensed with as the information is covered within the rest of the agenda.

8.2 Curriculum – The Chair of the Curriculum Committee advised the Governing Body that the values based education is continuing well. Governors were invited to lay a tile on the values based mosaics being made every Thursday afternoon.

There are associated Part II minutes that cover confidential information.

8.3 Staff and Finance – The Committee has not met since the last FGB meeting. The Governing Body were however advised that the school is fully staffed apart from 2 newly arisen vacancies for an ASC Manager and a 1:1 support. The Inclusion teacher has started and has settled well into the role.

8.4 Sites and Buildings – The Chair of the Committee advised that:

Signed:.....  
Chair

- A nonslip walkway has been installed on the roof so works have begun. It is now safe to operate on the roof and the Site Controller is fully aware of the risks. Hopefully there will be no further leaks when there is a period of bad weather.
- The traffic management plan was considered by the Committee and the school travel plan will be in the foreseeable future.
- The Committee has reviewed the school's maintenance plan and was pleased to see all of the work done over the holidays including the refurbishment of the small hall and the being pond relined.

HP was thanked for the wonderful job she has done in liaising with Wokingham Council in regard to the roof.

6.5 ASC – An advert is out currently for a manager for the ASC.

Q: Are both clubs full?

A: The ASC at the school is full. Stanlake has some spaces on some days.

**Next steps:**

1: CN and HP to meet to discuss the ASC with a view to HP being involved in the interviews for the ASC Manager.

CN/HP

8.6 Collaboration (Including Cluster and FTP) – Collaboration is continuing. It was noted that 4 primary schools in the North Cluster have now joined the Keys Academy.

8.7 Website Development Working Party – An update was given on the meeting that took place in July between the Website Development Working Party and My Learning. It was felt this was a positive meeting and that My Learning could give us what we wanted and they were open to new ideas. The next steps are for the updates from My Learning to be approved, arrange a training session for a My Learning trainer to run through the app and to produce a project plan for the rollout.

9. **School Development Plan**

The Governing Body were advised that virtually all of the actions in the current SDP have been completed; only some of the website/technical actions are to be completed.

The new SDP will begin in December but already work has begun on the target of improving reading throughout the school. There have already been team meetings, an inset training day and action plans produced.

The SDP will be covered in more detail at the governor strategy day.

10. **Pupil matters**

10.1 Admissions – There are currently 375 pupils on roll which is down slightly from July 2019 which is due to losing 59 pupils in last year's year 6 and the new Foundation Class being an intake of 42.

There are associated Part II minutes that cover confidential information.

10.2 Safeguarding including attendance, bullying, exclusions and Prevent – It was noted that pupil attendance continues to be very good.

Signed:.....  
Chair

A pupil was given 2 day fixed term exclusion at the end of the Summer term. The pupil has since returned to school.

This term there have been an unprecedented number of serious behavioural incidents, mainly in the lower years. The Governing Body were reassured that the Headteacher and the Chair of Governors were dealing with these and meetings with parents had taken place.

There are no safeguarding or prevent issues to report.

11.

**Policies**

It was agreed to remove all reference to the freedom of information wording in the data protection policy since we have a separate freedom of information policy. **The Governing Body unanimously approved the data protection policy with this change.**

**Next steps:**

1: Add the amended data protection policy to the school website and staff folder.

12.

**National Issues**

12.1 GDPR – A change is being planned to subject access requests which would result in a change to our policy. The change relates to being able to charge a fee for any manifestly excessive subject access requests. The Data Protection Officer will keep this under review.

12.2 New Ofsted framework – It was noted that governors are booked on the Wokingham Council training course and this item will remain on the agenda to ensure all governors are up to date on the changes to the inspection framework and their role as governors in any inspection.

**Next steps:**

1: To circulate the governance update

BD

13.

**Training/school visits**

13.1 Governors training attended – No training has been undertaken since the last FGB meeting.

13.2 Link Governor visits – It was noted that HP had helped in Younger Team and BD had visited staff on their first day to welcome them back.

The intergenerational project is underway and 2 members of the local community will be listening to readers in Middle Team.

14.

**AOB**

Q: Have you received any feedback on the new caterers?

A: The general feedback has been positive particularly in regard to bigger portions and the food being tastier. There has been less food wastage and the numbers of pupils having school dinners has slightly increased. There have been some teething issues as none of the previous staff typed over to the new caterers. The Area Manager has been in daily and the teething problems have been resolved. There is a contract review meeting in October and the pupil's feedback will be gathered before then.

The school were praised for providing the pupils with the wonderful Forest School and outdoor learning experiences.

Signed:.....  
Chair

The school were thanked for providing the hall for the Senior Citizens annual Christmas party.

15.

**CPTA report**

A report sent by the CPTA had been circulated prior to the meeting to the Governing Body. Governors were reminded that the AGM of the CPTA is on 4<sup>th</sup> October at 6.15pm.

16.

**Date of the next meeting** -Thursday 21<sup>st</sup> November at 7pm. The meeting to be preceded by governor safeguarding training at 6pm.

The meeting ended at 8.18pm.

Signed:.....  
Chair