

**FULL GOVERNING BODY MEETING  
THURSDAY 21<sup>st</sup> NOVEMBER 2019: 7.00PM AT THE SCHOOL**

<b>Present:</b>	Bridget Ditcham (BD – Chair), Keith Hay (KH), Michael Jones (MJ), Caroline Norris (CN), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR), and Heather Williams (HW).
<b>Also present:</b>	Michelle Law (ML) and Carol Simpson (CS)
<b>Observer:</b>	Gisela Sharpe (GS)
<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>Safeguarding training</u></b> Safeguarding training was undertaken by: AC, BD, KH, MJ, HP, KR and HW.</p>	
2.	<p><b><u>Apologies</u></b> Apologies were received and accepted from Anne Cronin, Paul Jones and Louise Pitt.</p> <p>GS was welcomed to the meeting as an observer and a potential co-opted governor.</p>	
3.	<p><b><u>Declaration of interests</u></b> There was no declaration of interests made.</p>	
4.	<p><b><u>Approve the minutes of 19<sup>th</sup> September 2019</u></b> The minutes of 19<sup>th</sup> September 2019 were proposed by HP and seconded by CN. <b>The minutes were approved with one abstention.</b> The minutes were signed by BD as a correct record.</p>	
5.	<p><b><u>Matters arising</u></b> <u>CS to send the link for the safer recruitment training to HP and BD – Done. Item closed.</u></p> <p><u>Governors to advise the Clerk of any dietary requirements for governor day – Done. Item closed.</u></p> <p><u>CN and HP to meet to discuss the ASC with a view to HP being involved in the interviews for the ASC Manager- Done. Item closed.</u></p> <p><u>Add the amended data protection policy to the school website and staff folder – Done. Item closed.</u></p> <p><u>To circulate the governance update – Done. Item closed.</u></p>	
6.	<p><b><u>Governing Body organisational matters</u></b> 6.1 <u>Appoint PJ to a committee/role – Item deferred.</u></p>	

Signed:.....  
Chair

6.2 Approve the terms of reference for the: Appeals Panel, Complaints Panel, Curriculum Committee, Pay Panel, Sites & Buildings Committee and Staff & Finance Committee – the proposed terms of reference had been circulated prior to the meeting. It was also noted that each Committee had reviewed and amended their own terms. It was not proposed to change the statement of delegation. **All of the terms of reference were unanimously approved.**

6.3 Governor strategy day – It was noted that this day was hugely valuable and it is hoped to do this again annually. The Governing Body also thanked Edwards and Ward for the catering.

6.4 Approve residential trips – **The Year 4 trip to Ufton Court in May 2020 and the two Year 6 trips to Bude in May and June 2020 were unanimously approved.**

6.5 Headteacher recruitment (additional item not on the agenda) – The Steering Group has worked hard to put together an advert and recruitment pack. The advert is due to be sent tomorrow for publishing.

## 7. Reports

7.1 Head's report – The Head's report had been circulated prior to the meeting. Apologies were given for the report being sent out late. Governors were asked to email the Headteacher if they had any questions.

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

- The Committee reviewed priority 1 of the school development plan (writing) at their last meeting and the impact/outcomes.
- Reading was also discussed that will feature in the new SDP. As their second school placement of their NPQH qualification a Deputy Head from Earley St. Peters is visiting our school. His NPQH project is on reading so we hope he can offer us a different perspective on our teaching.
- The implications of the new Ofsted framework were looked at and how the delivery will impact the workload of the staff. The Committee will have this as a standing item on every agenda to ensure staff are not overloaded.

There are associated Part II minutes that cover confidential information.

7.3 Staff and Finance – The Chair of the Staff and Finance Committee gave a report; the highlights of which were:

- Spending is broadly on track with the budget.
- The teacher pay increase of 2.75% is being funded by a grant as is the associated pension increase.
- We are using some of the carry forward surplus from the last financial year to pay for the Inclusion Teacher.

Q: The website does not have details of the sports funding for 2019-20?

A: It will do. We are in the process of preparing the document.

Q: Please can we have a staffing update?

A: There are two vacancies (excluding lunchtime play workers) for a part time teacher in Middle Team (fixed term contract for two terms) and for a 1:1 support. We will be fully staffed in January. We have

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Chair

appointed a TA for Younger team.

There are associated Part II minutes that cover confidential information.

7.4 Sites and Buildings – The Chair of the Sites and Buildings Committee gave a report; the highlights of which were:

- There has been more leaking through the roof. Wokingham Council have agreed to carry out further repairs. Replacement has been mentioned. The falls will still not be remedied though.
- There was a discussion on covering the Site Controller's responsibilities until he returns. The school would be prepared to pay someone who was willing to supervise the car park at drop off and collection every day.
- A manager for the ASC has been appointed.

Q: Has the safety aspect of the roof been rectified?

A: A non-slip walkway has been installed. Wokingham Council have however agreed to look at the suitability of this in the event the standing water on the roof turns to ice during the winter period.

Q: A number of parents have approached me about re-opening the back gate onto Broad Hinton – is this being considered? The parents have spoken about fund raising for a self closing gate similar to the one leading to Starlings.

A: The decision to shut the gate is a permanent one. It is a huge safeguarding issue to have a school gate open onto a public park. The families living that side of the school can access the school via the Starlings gate which is very close to the gate that is closed.

Q: Is there a need to recommunicate the gate is permanently closed to parents?

A: The Headteacher will check her wording in the initial communication to parents but it was felt that her communication was clear that the gate is permanently closed. Emails received from parents on this subject have been individually responded to by the school. If any parents approach the governors can they ask them to email the Head teacher who will respond.

There are associated Part II minutes that cover confidential information.

7.5 ASC – Covered in agenda item 7.4.

7.6 Collaboration (Including Cluster and FTP) – An update was given on the second year of peer reviews with Loddon and Crazies Hill. Middle Leaders are becoming improvement champions which was noted to be good for their CPD.

Staff attended the FTP conference on wellbeing; 2 middle leaders are undertaking the leader course and the HLTA is undertaking a behaviour course.

We are interested in joining the Schools Learning Alliance which revolves around the impact of teaching.

Our Cluster is still going strong despite many of the schools joining the Keys Academy.

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Chair

7.7 Website Development Working Party –The school has continued to develop the website and work with My Learning. The staff favour google classroom and chrome but this would mean changing our website and that requires costing.

KR offered to assist with reducing the content on the website.

**Next steps:**

1: To send some dates to the Clerk for a doodle to be set up to arrange the next meeting for the website development working party.

CN/Clerk

8.

KR left the meeting (8.05pm)

**School Development Plan**

The SDP was discussed in governor strategy day so there was nothing further to add at this point.

9.

**Pupil matters**

9.1 Admissions – There are currently 376 pupils on roll which is 1 more than last reported to the Governing Body. We are only low on numbers in Foundation Stage and Year 1.

There are associated Part II minutes that cover confidential information.

9.2 Safeguarding including attendance, bullying, exclusions and Prevent – It was noted that pupil attendance continues to be very good. Parents will be sent a letter in December if their child’s attendance is lower than 90%. There is nothing to report for bullying or prevent.

The Governing Body were advised of a fixed term exclusion given to a child who is now educated off site and is on dual role.

There are no safeguarding or prevent issues to report.

10.

**Policies**

**The following policies were all unanimously approved: attendance, behaviour (pupil), core values and governor training.**

**Next steps:**

1: Add SEN and safeguarding policies to the next agenda  
2: Add the policies to the school website and to the staff folder.

Clerk  
Clerk

GS was thanked for attending the meeting.

KH and GS left the meeting (8.15pm).

11.

**National Issues**

11.1 GDPR – **MJ was unanimously appointed as the Data Protection Officer.** MJ was thanked for taking on this role.

11.2 New Ofsted framework – This was covered in governor strategy day. It was noted BD and HP have since attended an Ofsted training course. It was felt that the school already has lots of things in place for the Ofsted inspection.

**Next steps:**

1: To circulate the list of actions the school has taken to implement

CS

Signed:.....  
Chair

GDPR to all governors

12.

**Training/school visits**

12.1 Governors training attended –Training reports forms had been circulated prior to the meeting for the governors to consider.

12.2 Link Governor visits – Link governor visit forms had been circulated prior to the meeting for the governors consideration.

13.

**Staff wellbeing**

The Headteacher Recruitment Steering Group will consider how to reassure staff about the headteacher change.

14.

**AOB**

None.

15.

**CPTA report**

A report from the CPTA had been circulated prior to the meeting.

**Next steps:**

1: To respond to the CPTA about their request for governor help at the Christmas Fayre.

BD

16.

**Date of the next meeting** -Thursday 30<sup>th</sup> January 2020 at 7pm.

The meeting ended at 8.45pm.

Signed:.....  
Chair

Signed:.....  
Chair