

FULL GOVERNING BODY MEETING
WEDNESDAY 12th MAY 2021: 6.30PM AT THE SCHOOL

<u>Present:</u>	Luciana Clayton (LC), Anne Cronin (AC), Bridget Ditcham (BD), Rachel Farris (RF), Keith Hay (KH), Lucy Hill (LH), Michelle Law (ML), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR) and Heather Williams (HW).
<u>Also present:</u>	Vanessa Neale (VN- Assistant Headteacher), Carol Simpson (CS – Business Manager) and Rebecca Marr (Clerk).
<u>Circulation:</u>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<p><u>Apologies</u> Paul Jones was absent for the meeting.</p>	
2.	<p><u>Declaration of interests</u> No declaration of interests was made.</p>	
3.	<p><u>Approve the minutes of 27th January 2021</u> The Clerk advised that the figure relating to the year-end deficit in agenda item 5 had been changed to £15,774 after the minutes had been circulated.</p> <p>Q: Can the minutes also reflect the full extent of the in year deficit to show the full extent of losses caused by the wrap around care operating throughout lockdown. A: Yes.</p> <p>Next steps: 1: KH and Clerk to amend the minutes and recirculate for approval at the next FGB meeting.</p>	KH/Clerk
4.	<p><u>Matters arising</u> 4.1 <u>Clerk to chase the remaining skill audit forms and governors to ensure they have submitted their skill audit form</u> – Done. It was noted that the Chair, Vice Chair and Clerk are meeting to review the skill, audit responses and will report back to the FGB.</p>	
5.	<p><u>Governing Body organisational matters</u> 5.1 <u>Governors skills audit</u> – Covered in agenda item 4.</p> <p>5.2 <u>Approval of the SFVS</u> – The draft SFVS had been circulated to the Governing Body. The Clerk outlined 2 changes made to the document after it had been circulated. The Governing Body unanimously approved the SFVS subject to the Headteacher updating the progress scores.</p> <p>Next steps: 1: Add the progress scores to the SFVS and circulate to the Governing Body via email.</p>	ML/Clerk

Signed Date:

Chair

6.

Reports**6.1 Head's report including any covid related matters and collaboration -**

The Head's report had been circulated prior to the meeting together with an admissions and leavers report. The Governing Body were advised of the low admission numbers joining the school in September which is also reflected across the borough. There were 22 less children taking up places than Wokingham Council's predicted numbers for the area. There are associated Part II minutes that contain confidential information.

It was noted that the 15 pupils that have left the school this academic year are all due to relocation or getting a place at a closer school. None were due to any issue with the school. The 29 joiners illustrate the flux in and out of the school.

Despite the relaxation of covid restrictions from 17th May these disappointingly have not been mirrored in the school setting so there are no real changes to how the school will operate. We are hopeful that there will be more positive news on the relaxation of covid rules in schools from June 21st.

Q: Is there a plan to return to 'normal' classrooms from September?

A: We hope so. We hope to transition towards this after June 21st. We would like to increase pupils independence by using the hall again, moving around the school and we would love to open our school up again to prospective parents. There are some changes we would like to keep but we are missing coming together a whole school.

Q: The curriculum statistics in the report – are there any areas to focus on, any year groups or subject areas?

A: The EYFS data has a misleading column as it refers to the number of children now meeting the early year goals, but it is too early to measure that statistic. That needs to be considered at the end of the year. The data shows what we already know that writing is our priority and has been more affected than other curriculum areas by the lockdown. In Year 3 progress in writing has been more adversely affected, which we expected as this is a key time for the development of writing skills. Identifying these trends means we can put in measures to support where needed. This data will be considered by the Curriculum Committee in more detail, and they will report back at the next meeting.

6.2 Curriculum – Nothing to report as the Committee have not met since the last report given to the FGB on 17th March.

6.3 Staff & Finance - Nothing to report as the Committee have not met since the last report given to the FGB on 29th April.

Q: Have you had any enquiries regarding lettings and are the letting rates in need of revision?

A: We have had a couple of enquiries which we are following up. We are reviewing the rates currently and these will be brought to the next staff and finance meeting for approval.

6.4 Sites & Buildings – The Committee have delayed meeting again until they can meet in person and conduct a site inspection in June. The

Headteacher continues to chase WBC for recompense for the damage caused by the roof leaks.

Q: When will the benches and storytelling chair around the pond area be opened?

A: We are hoping to officially open these once restrictions have eased. Some members of Older Team asked if they could look after the pond area which is a credit to them. The area has been used throughout during forest school and for science activities.

6.5 ASC – We have not seen a huge increase in numbers. We will ask parents about their childcare needs for September after half term. We are amending some of the terms and conditions of the ASC for various reasons.

6.6 PR Working Party – **RF was appointed to join the PR Working party** and was thanked accordingly.

6.7 Diversity Working Party – The group met to formulate an action plan following the NEU Charter. The action points will be circulated to the group and then to the staff body and the FGB. It is planned for the governors to have a meeting to hear in more detail the work being done by this party.

KR was appointed to join this working party.

Next steps:

1: To arrange a meeting for the PR Working Party

Clerk

7. School Development Plan

Most of the recent progress under the SDP has been the implementation of the new RSE curriculum and the consultation process. Development sessions have or will be run with the School Improvement Officer in the curriculum areas of English, science, PSHE and history.

The Headteacher and staff were thanked by the Governing Body for all the achievements they have made in relation to the SDP despite the challenging times.

Next steps:

1: Headteacher to recirculate the SDP showing the work completed.
2: To convey the Governing Body's thanks to the staff for all the work they have achieved under the SDP

ML
BR

8. Pupil Matters

8.1 Admissions – Already covered under agenda item 6.1.

8.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent – Nothing to report. The Governing Body were pleased to note the attendance figures which are excellent and a testament to the school.

9. Policies

9.1 Governors code of conduct, exclusion, safeguarding and SEN – **The governors code of conduct and the exclusion policies were unanimously approved.** It was agreed to defer to the next meeting the safeguarding and SEN policies.

9.2 Ratify approval of the data protection policy and the privacy notices
– **The data protection policy and the privacy notices were unanimously approved.**

Next steps:

1: Add the policies and the privacy notices to the school website and share with staff.

2: Add a review of the safeguarding and SEN policies to the next FGB agenda

Clerk

Clerk

10.

National issues

10.1 Ofsted inspections – An update was given to the FGB on the updated guidance given to schools in relation to Ofsted inspections; the highlights of which were:

- Full inspections will resume from September.
- The focus of the inspection will be on the school's response to covid, how the school prioritised the curriculum during the lockdown, the leadership response, the provision of remote learning, staff wellbeing, how the school ensured vulnerable pupils were prioritised in returning to school and any policies updated as a result.
- As many as governors as possible are expected to participate in the final feedback meeting with Ofsted. In addition, Ofsted will ask to speak with any governors that are responsible for areas they are focusing their inspection on.
- Ofsted will also want to ensure that pupils can articulate their learning and demonstrate that they know more and can remember more and that it is in line with what the subject leaders say is happening.
- The Headteacher has spoken to the School Improvement Officer regarding any governor training that can be provided.

Q: In the recent governor's digest WBC mentioned a curriculum evaluation tool which contains Ofsted quality indicators. Is this useful?

A: I will investigate further.

Next steps:

1: Investigate at the curriculum evaluation tool

ML

11.

Training/School visits

11.1 Governor training attended - Training report forms had been circulated prior to the meeting.

Q: Will the points covered in the training report form for the Ofsted course be considered at the curriculum meeting?

A: Yes.

11.2 Link governor visits - Governors were asked to make contact via email with their subject link unless they have already done so and forward any records of the visit to the Clerk.

Q: Are School Council meetings postponed until September?

A: Yes, although I may involve the pupils with the open morning.

The Curriculum Chairs will discuss with the Headteacher their suggested changes to the link governor visit form such as including diversity and suggesting some questions.

12.

Staff wellbeing

The wellbeing initiatives are continuing. The Headteacher is meeting individually with all members of staff and part of that involves discussing wellbeing.

It was suggested adding wellbeing to the link governor form.

13.

CPTA

The Pool Committee are working hard to ensure the pool can open for curriculum swimming after half term.

Other CPTA events have been hampered by Covid and a lack of helpers from the Parent Body. The Governing Body extended its support to the CPTA as they felt that the CPTA had an important role to play in community liaison, fundraising and PR.

There are associated Part II minutes that cover confidential information.

14.

AOB

None.

15.

Date of next meeting – Wednesday 23rd June

The meeting ended at 7.40pm.