

**FULL GOVERNING BODY MEETING**  
**MONDAY 13<sup>th</sup> JULY 2020: 5.00PM VIA VIDEO CONFERENCE**

<b>Present:</b>	Anne Cronin (AC), Bridget Ditcham (BD – Chair), Keith Hay (KH), Michael Jones (MJ), Paul Jones (PJ), Caroline Norris (CN), Louise Pitt (LP), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR) and Heather Williams (HW).
<b>Clerk:</b>	Rebecca Marr
<b>Present:</b>	Michelle Law (ML) and Carol Simpson (CS)
<b>Circulation:</b>	All Governors, Michelle Law and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<p>All attendees were welcomed to the last governors meeting of the academic year, hopefully the last during the pandemic and the last one with CN.</p> <p><b><u>Apologies</u></b> All persons were present.</p>	BD
2.	<p><b><u>Declaration of interests</u></b> None.</p>	
3.	<p><b><u>Approve the minutes of 25th June 2020</u></b> The minutes of 25<sup>th</sup> June 2020 were proposed by AC and seconded by KH. <b>The minutes were unanimously approved.</b></p> <p><b>Next steps:</b> 1: To sign the minutes</p>	
4.	<p><b><u>Matters arising</u></b> <b><u>Live video lessons:</u></b> CN had circulated prior to the meeting an update to the advice for the provision of live lessons. The Governing Body thanked CN for this advice. The Governing Body welcomed the offer of assistance from Wokingham Council on the provision of technology for remote learning in the event of second spike in Covid-19.</p> <p>The Governing Body were advised that the school's Computing Team had met to discuss future home learning provision and risk assessments. ML had attended a leadership session on this subject. Interestingly no primary school had provided live lessons but rather, like us, had chosen to do pastoral work instead. A few ideas given at the session could be looked at but it was reassuring that we are on a similar page to many other schools in Wokingham.</p> <p>Q: Have the phone calls to the pupils' homes been completed? A: Yes and any concerns have been passed on. As a result the bubbles grew. The staff and pupils found it a rewarding and positive experience.</p> <p>Q: Have we had any more feedback on the ASC/EDO fees? A: We have had a few advising us what they would like us to do with the credit on their account. We did say that if we didn't hear we would hold the balance on their account. Wokingham Council have a fund given to</p>	

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Chair

them by the Government to support the local community so an application has been made for some of that funding. No response has been received as yet. The school are sending letters of thanks to those who have made generous donations to the school.

Q: Have you received feedback on the closure of the ASC/EDO in September?

A: 2 parents have asked for their credit back so they can use it for alternative childcare which is fair enough. The school has written to the Parish Council informing them that we will not be using the pavilion during the first half of the Autumn term. It is hoped the Council will waive their charge given the circumstances, albeit a terms notice has to normally be given.

Q: Can we use Stanlake for an alternative site to educate the pupils?

A: No as we have been advised not to use space outside of the school due to covid-19 safety precautions.

Transfer of headship: The Chair had an online meeting with 2 leaders from the Learning Alliance and she was impressed. ML will explore that training opportunity further.

**Next steps:**

1: To contact The Wokingham Borough Councillors for Twyford who are working with local Twyford businesses to secure extra funding from WBC as a result of Covid 19 financial losses.

5.

**Provision moving forwards (item 6 on the agenda)**

CN left the meeting (17.16)

PJ joined the meeting (17.16)

A report was given to the Governing Body; the highlights of which were:

- The risk assessment has been updated and shared with staff and parents.
- Pupils have been sent details of their new teacher in September and the start and end times for their class.
- The teachers have made a welcome video for the new children coming into their Team.
- A video has been made for new starters with information on how to prepare their child for school.
- It is hoped to carry out the new starter home visits the first week back and to offer stay and play sessions.
- The SLT has made plans for the inset day in September. The inset day will look at how to make more use of the Forest School, how to adapt the arrangements for PE given the covid-19 guidance and the implementation of the PSHE jigsaw scheme.
- In September there will be an emphasis on settling the pupils back into school, getting into a routine and getting the behaviours right for learning.
- The new website will go live over the summer.
- In order to keep the staffing consistent to comply with Covid-19 requirements there will be a funding implication as we need to use other staff to cover PPA time.

Q: Will the website have the expected SAT results on?

A: Yes – the table of results sent to governors before the meeting will

CS

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Chair

be on the new website.  
CN re-joined the meeting (17.21)

Q: Do we have to start to think of admission numbers of 45 instead of 60?

A: We have written to the Admissions Department at Wokingham Council advising them that we only have three classes in some Teams and as a result we will not be able to take as many in-year admissions as we have done. The Admissions Department implied we are an overflow for Woodley which we disagree with as we are a Twyford school and the number of in year admissions and leavers destabilises the school. The Governing Body should have a review of the PAN on their agenda for next year. Despite many requests for projected pupil numbers going forward we have yet to receive these from Wokingham.

Q: Can we open a new class if a new child joins?

A: It is not that simple as we'll need to employ another teacher. We will continue to seek clarity from Wokingham over the summer about future admission numbers.

6. **Headteacher's report (item 5 on the agenda)**

The Headteacher's report had been circulated prior to the meeting.

Q: The letter to parents advises that Years 1 and 2 will be mixed –shall we explain this further to parents?

A: Previously Years 1 and 2 were always mixed year groups like Middle team and Older Team are. For the last couple of years they have not been mixed for several reasons but the point is taken that new parents to the school may not realise this, so this will be clarified when further communication goes out later this week.

7. **Pupil matters**

**7.1 Safeguarding including Attendance, Bullying, Exclusions and Prevent** – It was noted that attendance had already been covered in the Headteacher's report. There was nothing further to report.

8. **Staff wellbeing**

The staff wellbeing newsletter will continue next term but in a different format. The wellbeing group will continue to meet and areas on their radar are PPE and supervision for staff. Some staff have not been in school since March so we need to be mindful of that and provide support as necessary.

9. **Policies: Equality policy and objectives**

The draft policies had been circulated prior to the meeting. **The policies and equality objectives were unanimously approved.**

10. **AOB**

None.

11. **Date of next meeting** - Thursday 24<sup>th</sup> September at 7pm.

CN was thanked for all her work whilst her time at The Colleton.

The meeting ended at 17.35pm.

Signed:.....  
Chair