

FULL GOVERNING BODY MEETING
WEDNESDAY 17th MARCH 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.	<u>Apologies</u> Paul Jones was absent for the meeting.	
2.	<u>Declaration of interests</u> No declaration of interests was made.	
3.	<u>Approve the minutes of 27th January 2021</u> The minutes of 27th January 2021 were proposed by AC and seconded by KH. The minutes were approved unanimously.	
4.	<u>Matters arising</u> 4.1 <u>To complete and return the skill audit forms</u> – Still waiting for a couple. Governors were reminded to send these to the Clerk as the skills audit will need to have been completed for the SFVS. 4.2 <u>Amend the staff code of conduct and bring it to the next FGB meeting for ratification</u> - Done. Item closed. 4.3 <u>Clerk to circulate the CPTA report to the FGB upon receipt</u> - Done. <u>Item closed.</u> Next steps: 1: Clerk to chase the remaining skill audit forms and governors to ensure they have submitted their skill audit form.	Clerk/ALL
5.	<u>Governing Body organisational matters</u> 5.1 <u>Governors skills audit</u> - Deferred. 5.2 <u>Appoint governors to link governor roles</u> – Link governors were appointed to the roles. 5.3 <u>Approve the parent governor election timetable and appoint a Returning Officer</u> – The Clerk was unanimously appointed as the Returning Officer. It was agreed to defer the parent governor election until the new academic year.	

Signed
Chair

Date:

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. An email from a governor had been sent prior to the meeting asking for an update on admissions to the Piggott Secondary School. Admissions to the Piggott School were discussed; a summary of those discussions were:

- 22 pupils from the Year 6 cohort are on the waiting list for The Piggott and 30 have been offered places. Pupils have been offered Waingels, Forest or Emmbrook depending upon the preference form submitted. There are non-Colleton pupils also on the waiting list.
- Twyford Councillors have met with Wokingham Council (Wokingham) to discuss the lack of places at Piggott this year and in the future. Wokingham's response is that there are enough places in the borough to provide a school place for all Year 6 pupils. Parents are understandably upset that they have been unable to secure a place at their local secondary school for their child.
- Piggott is their own admission authority, so Wokingham have no sway regarding extending the PAN or taking more pupils.
- With Charvil Piggott pupils getting automatic entry, as it is a through school, and the School Adjudicator's decision to give priority to Crazies Hill pupils, this accounts for 30 to 45 places already allocated.
- ML and BD wrote to Year 5 and 6 parents and they raised concerns with Wokingham. The response from Wokingham was disappointing and that has been made clear to them. ML has asked Wokingham for future numbers going to secondary school so that the Colleton families can be prepared.
- The school is supporting families as much as possible and trying to raise the profile of the issue. Unfortunately, the school only has a limited impact.
- Colleton pupils should have a right of passage to the Piggott and Piggott extending provision is one option that it is felt should be considered.
- It is concerning that there is no drive on the part of Wokingham to resolve this, as they do not see it as a long-term issue. They say that they have spaces in other schools which they can allocate to Colleton pupils.
- It is concerning that this might influence our school's admission numbers.
- There were 5/6 families last year that did not initially receive an offer of a place but did shortly thereafter. This year one Colleton family is 29th on the list and it is difficult to see them receiving an offer of a place.
- The North Cluster Heads have agreed to collaborate on this issue and, when they are able to, plan to meet with Wokingham Council representatives.
- The school will continue to work with pupils and their families on transition as they are understandably anxious, and the anxiousness does not just revolve around what school they have a place at. We will also ensure parents put other choices down on the admission form to ensure they do not get offered a school they have not chosen/visited.

Signed
Chair

Date:

- At Schools Forum the Secondary Schools raised questions with Wokingham which indicated that they were also unhappy at the way Wokingham had managed the admissions process.

Q: Have you had any dialogue with the Piggott?

A: No, because I am not sure what I could say apart from it is very disappointing that the Colleton pupils have not got a place.

Q: How can we as a Governing Body, and as individuals, take this matter forward? Raise it with Theresa May or the Department of Education?

A: Continue to highlight the issue will be beneficial. We will investigate what we can do further as a Governing Body.

Q: The adjudicators decision looked at how close Waingels is as the crow flies but did not take account of the logistics of getting there. Will Wokingham subsidise transport for the pupils not going to Piggott?

A: The Council will pay for transport if the school is more than 3 miles away and was not a preferred place.

Q: Can you give us an update on the ASC?

A: The EDO and ASC are back up running and offered to all families. There has been a low take up probably due to families current working circumstances. We are looking at ways to cut costs.

Q: Are you looking ahead to September as parents may or may not be working so flexibly then?

A: Yes, we have started to look forward to September which will be discussed in the staff and finance meeting. We can cope with higher numbers coming to the clubs.

Q: Can we have, in future, a breakdown of the number of pupils on roll, and split into gender, EAL, PPG etc?

A: It is on the front of the SDP and it has not changed hugely. A list of joiners and leavers was circulated with the Head's report. Happy to share more details with the Curriculum Committee, if needed.

Q: Are we still conducting exit interviews? Shall we allocate oversight of this to a Committee?

A: We are collating the data as we go along. We do not have enough data to share the results yet. We could allocate oversight of these to the Staff & Finance or the PR working party.

6.2 Curriculum - AC was thanked for her full report and how it was linked to the SDP.

Q: What is the jigsaw programme?

A: It is our PSHE scheme of work launched at the start of the year.

6.3 Staff & Finance - Nothing to report. The Committee have a meeting next week.

6.4 Sites & Buildings – A report was circulated prior to the meeting. There was nothing new to report save for the Site Controller is chasing Wokingham to give a final sign off for the roof.

6.5 ASC – Already covered.

6.6 PR Working Party - The work of this Committee is deferred until we are running normally. VN was thanked for her hard work in posting updates and information through social media.

Q: Will the new parents be made aware of the social media?

A: We publicise this at the parents open mornings.

Q: How is the work going to obtain quotes/testimonials from parents that also attended the school?

A: The work has been completed we just need to publicise it. KR offered her help on this.

7. **School Development Plan**

The Full Governing Body were advised that this is working document and the colour changes on the document show the progress made so far. Costings have also been added. Governors were referred to the priorities in the covid catch up plan which run in conjunction with the SDP.

8. **Pupil Matters**

8.1 Admissions – The admission numbers were covered in the Head’s report. There is no indication yet of the number of starters in September although it is expected to be a low.

8.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent – Nothing to report. Attendance data, which is very good, is contained in the Head’s report.

9. **Policies – staff code of conduct**

The amended staff code of conduct was circulated prior to the meeting and had been agreed via email. **The Governing Body unanimously ratified approval of this policy.**

10. **National issues**

10.1 GDPR – There are no matters to report to the FGB. There were a few issues before Christmas but nothing that required reporting. The data protection policy and the privacy notices are being reviewed and amended.

11. **Training/School visits**

Governors were asked to contact their subject lead/team.

12. **Staff wellbeing**

An update was given; the highlights of which were:

- PPA is recommended to be done at home, if possible.
- BR and ML are attending the last of the sessions on wellbeing for educational return.
- A mix of teachers and support staff have completed psychological first aid training.
- Treats and the wellbeing noticeboard initiatives continue.

13. **AOB**

Governors were asked to consider the training on offer from Wokingham and let the Clerk know if they would like to attend any. BD will attend Chair’s briefing but if any other governor would also like to

attend with a view to taking on the role of Chair please could they let the Clerk know.

AC left the meeting (7.26pm)

Q: When will we receive the budget? Can the questions raised by the Staff and Finance Committee and the answers be shared with the FGB?

A: Yes. A draft version will be circulated to the Staff and Finance Committee in readiness for their meeting next week. It is hoped to circulate a final budget the week commencing 26th April.

Next steps:

1: To update the FGB if there is any further information on admissions to The Piggott Secondary School.

ML/BD

14.

Date of next meeting – Thursday 29th April at 7pm

The meeting ended at 7.30pm.