

**FULL GOVERNING BODY MEETING**  
**WEDNESDAY 18<sup>th</sup> NOVEMBER 2020: 6.15PM VIA VIDEO CONFERENCE**

<b>Present:</b>	Luciana Clayton (LC), Anne Cronin (AC), Bridget Ditcham (BD – Chair), Rachel Farris (RF), Keith Hay (KH), Lucy Hill (LH), Paul Jones (PJ), Michelle Law (ML), Louise Pitt (LP), Helen Price (HP), Katharine Rooney (KR), Belinda Rowland (BR) and Heather Williams (HW).
<b>Clerk:</b>	Rebecca Marr
<b>Present:</b>	Vanessa Neale (VN) and Carol Simpson (CS).
<b>Circulation:</b>	All Governors, Vanessa Neale and Carol Simpson.

Item No.	Agenda items/Discussions	Action
1.	<p><b><u>Safeguarding training</u></b>  LC, AC, BD, RF, KH, LH, PJ, LP, HP, KR and HW undertook safeguarding training.</p> <p>All attendees were welcomed to the meeting. A particular welcome was made to LC and RF who were attending their first full governing body meeting.</p> <p>ML was thanked for presenting the safeguarding training.</p>	
2.	<p><b><u>Apologies</u></b>  None – all persons present.</p>	
3.	<p><b><u>Declaration of interests</u></b>  None.</p>	
4.	<p><b><u>Approve the minutes of 23<sup>rd</sup> September 2020</u></b>  The minutes of 23<sup>rd</sup> September 2020 were proposed by BR and seconded by HW. <b>The minutes were approved with 2 abstentions.</b></p> <p><b>Next steps:</b>  1: To sign the minutes</p>	BD
5.	<p><b><u>Matters arising</u></b></p> <p><u>5.1 Governors to respond to the Clerk’s email regarding any business/pecuniary interests unless they have done so already</u> – Done. <u>Item closed.</u></p> <p><u>5.2 To sign the minutes</u> – To be done.</p> <p><u>5.3 Add approval of the governor roles to the next agenda</u> – Done. <u>Item closed.</u></p> <p><u>5.4 Chair and Clerk to meet to discuss future committee membership</u> – Done. <u>Item closed.</u></p> <p><u>5.5 The PR Working party to set their first meeting date</u> – Done. <u>Item closed.</u></p>	

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Chair

<p>6.</p> <p>6.</p> <p>7.</p>	<p>5.6 <u>Any comments on the new format of the Headteacher’s report to be fed back to the Clerk</u> – It was noted that governors were pleased with the new format, which is clear and informative.</p> <p><b><u>Governing Body organisational matters</u></b></p> <p>6.1 <u>Approve the terms of reference</u> – The draft terms of reference had been circulated prior to the meeting. It was noted that the Curriculum, Sites and Buildings and Staff and Finance Committees had all reviewed their respective terms of reference before the meeting. <b>All of the terms of reference were unanimously approved.</b></p> <p>6.2 <u>Approve the statement of delegation</u> – The amended statement of delegation had been circulated prior to the meeting. <b>The statement of delegation was unanimously approved.</b></p> <p>6.3 <u>Ratify appointment of LH and RF as co-opted governors and governors pecuniary interests</u> – The Governing Body ratified their earlier decisions given via email to appoint LH and RF as co-opted governors.</p> <p>It was also noted that governors had declared their business/pecuniary interests via email to the Clerk. PJ confirmed that he had no interests to declare.</p> <p>6.4 <u>Ratify the parent governor election timetable and the appointment of the Clerk as the Returning Officer</u> – The Governing Body ratified their earlier approval to the parent governor election timetable and the appointment of the Clerk as the Returning Officer.</p> <p>6.5 <u>Appoint governors to roles/responsibilities</u> – A draft document setting out governor roles and responsibilities was circulated prior to the meeting. <b>The Governing Body approved the governor roles and responsibilities as per the document circulated save for:</b></p> <ul style="list-style-type: none"> <li>• <b>LC appointed as the Data Protection officer replacing AC</b></li> <li>• <b>Make it clear that HW and AC are Co-Chairs of the Curriculum Committee.</b></li> </ul> <p>The Governing Body were advised that a skills audit would be carried out with the aim of looking at the membership of the Committees and placing governors where they are best suited, subject to ensuring all Committee’s are quorate. The skills audit will also identify any training needs.</p> <p><b>Next steps:</b></p> <p>1: To complete and return the skills audit forms to the Clerk by the end of term.</p> <p><b><u>Reports</u></b></p> <p>7.1 <u>Headteacher’s report</u> The Headteacher’s report had been circulated prior to the meeting.</p> <p>The Governing Body were pleased to note that the schools attendance figures are currently 97.5% compared to the national average of 86.5%.</p> <p>Q: What is the EEF triad? A: It is the Education Endowment Foundation. It is the peer review work we are doing with Crazies Hill and Loddon. Sonning Primary has also recently joined our group. It is a fantastic collaboration scheme and</p>	<p>ALL</p>
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provides lots of CPD by offering leadership opportunities to middle leaders.

Q: Are the catch up premium monies those given by the Government for Covid?

A: Yes we receive approximately £80 per child. We have given each bubble ownership of how they spend the money as they are best suited to know what interventions are required. We have a strategy of using existing staff to run the interventions as they know the pupils best. We are accountable for the monies and this information will be placed on the website shortly.

Q: Can you share the assessment tracking tool with us?

A: Yes it will be shared at the next curriculum meeting.

Q: Have you had any feedback on the hybrid home schooling for those that are self isolating?

A: When the Office is notified of an absence information on how to access the learning is provided. Teachers follow this up. Staff are finding it difficult as they are creating a dual plan for teaching in the classroom and teaching at home, as well as having to use the resources available creatively. Staff look, as part of their planning, what can easily translate into home working. We are trying to use the best technology we can.

### 7.2 Curriculum

A report on the work of the Curriculum Committee had been circulated prior to the meeting. HW and AC were thanked for their report. The Committee noted how positive the curriculum meeting was and how vibrant the school is with pupils and staff being pleased to be back.

Q: What is the best way for governors to feed back to the Governing Body following contact with their link member of staff?

A: AC and HW to consider this further. An updated list of subject leads and link governors is being prepared.

Q: Can we attend the virtual assemblies please as a way of governors maintaining contact with the school?

A: Yes links to attend will be shared with the Governing Body.

### 8.3 Staff & Finance

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

- LH was thanked for joining the Pay Panel.
- The Pay Panel has met to discuss pay recommendations.
- The certifying officer document was approved.
- The budget and the variances have been reviewed. We are looking to break even at the end of the year rather than a loss we originally forecast. This has been due to receiving additional funds we were not expecting and good financial management by the school.
- Pupil premium monies were also reviewed as well as the after school club (ASC).

Q: It is great news we will break even given the loss of income this year. What additional funding did we receive?

A: Teacher's pay and pension grants. We are still waiting to hear from the Government if we will receive extra monies to cover the school's

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losses due to Covid-19. The longer the covid restrictions continue the more losses we will have to carry. We have to use more supply cover as a result of working in bubbles.

Q: When the budget was set, was the ASC losses included and will the return of the early drop club help the finances?

A: The budget was prepared in May so we assumed the ASC would be running by September. Some losses were therefore incorporated into the budget which runs from 1<sup>st</sup> April. Although the fees for the ASC session have slightly increased we are only breaking even or losing monies. We have less children in the club and we have to pay our staff irrespective of the number we have. There is not currently a demand for places in the EDO. There is some demand in January but we are not sure how we can practically run the EDO in bubbles like we do for the ASC. We are still paying the staff for the EDO despite it not operating.

The Link Governor for the ASC advised the Governing Body that she has been in contact with the manager of the ASC and she is pleased with the way the ASC is running and she has all the support she needs.

The ASC Manager was given credit for re-opening the ASC as she put a lot of thought into how the ASC could re-open whilst adhering to the Covid restrictions. She was thanked for doing a fabulous job.

#### 7.4 Sites and Buildings

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

- The Committee walked the site and saw the damage caused to the Older Team area by the continuing roof leaks.
- A canopy for outside the entrance to Older Team/ASC was discussed, costed up and approved. This will improve learning in this area by providing an external teaching area.
- The roof issues are ongoing and more works are scheduled this week. We are hopeful this will be resolved shortly.
- Options, other than shrubbery, to cover the old gate were discussed.
- Temperatures are being checked in the classrooms as a result of increased ventilation to reduce the risk of covid transmission.
- Maintenance is all in hand and contractors are on site as usual.
- A health and safety matter which occurred at pick up has been resolved.

Q: Is there a safety rail on the roof?

A: No because it is cost prohibitive. We are following WBC's advice for working at height but that prevents the Site Controller doing all the work we need. The roof is very slippery even on the non-slip walkway. The guidance is for the Site Controller to only be on the roof for a limited time and to stay in the middle but the leaves are on the edges of the roof that need removing and the roof has puddles and solar panels to navigate. The Committee are looking at the working at height policy and the adaptations it needs.

#### 7.5 ASC

Covered earlier in the agenda.

#### 7.6 Collaboration (including Cluster and FTP)

Covered in the headteacher's report.

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A decision has been made not to be represented on the Future Thinking Partnership but we will still benefit from the training. CS has been asked to keep attending the FTP's Business Manager's meeting which is a credit to her.

It was noted that the Chair will be attending the Schools Learning Alliance (SLA) Chair's meeting and she will report back at the next meeting.

The Cluster Heads are discussing terms of reference and their strategy of working together now that half of the schools are part of the same academy.

#### 7.7 PR Working Party

At the first meeting the working party discussed increasing the school's social media presence and involving all staff with this initiative. The new website has increased our visibility. The school has featured in the Maidenhead Advertiser three weeks in a row but we are looking at increasing publicity to other newspapers and through different avenues. Parents who came to Colleton have also been asked to give us quotes as to why they chose Colleton for their children. For the next open morning ML will be running a virtual question and answer session.

Q: Do we ask parents why their children are leaving the school so we can understand the reasons?

A: The majority leave because of a change in circumstances such as they are moving house. Some prospective parents may disregard us as they think we do not have a uniform. We do have one if parents want to purchase one and perhaps we need to make that clearer in some of the photos we use on our website/social media.

Q: What is the rationale behind the PR drive?

A: To increase admission numbers but also to maintain our school community.

Ideas were discussed such as asking the CPTA to post school events on local social media groups and maybe collaborate with Twyford Together and ask them to help publicise our events/news.

#### Next steps:

1: To consider how link governors can feedback to the Governing Body after contact with their link area.

2: Share links for governors to attend the virtual assemblies.

3: To interview parents that were also pupils at Colleton.

4: To chase the website designers to move the governor photos up the respective webpage to increase their visibility.

HW/AC  
ML  
KR

Clerk

8.

#### School development plan

The first version of this working document was circulated prior to the meeting. It was noted that costs and timeframes are still to be added. Although current guidance recommended that the SDP is a 1 year plan some of these priorities will take longer than that. Performance management targets and staff training have been set according to the SDP. Work towards the SDP has been started from September.

Q: I am pleased that maths has been identified as a priority specifically. Ofsted identified a discrepancy between boys and girls achievement – can we have this as a specific action?

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Chair

	<p>A: This is in our equality objectives which we can cross reference in our SDP. Addressing gender gaps is a target for some staff this year.</p> <p>9. <b><u>Pupil matters</u></b>  <b><u>9.1 Admissions</u></b>  It was noted that there have been 15 new starters and 4 leavers since the start of this academic year.</p> <p>There are associated Part II matters that contain confidential information.</p> <p><b><u>9.2 Safeguarding including Attendance, Bullying, Exclusions and Prevent</u></b> – The safeguarding governor confirmed that he has inspected the single central register on 16<sup>th</sup> November. Some minor issues were identified and are being actioned. The safeguarding audit has been completed and approved to be submitted. He thanked ML and BD for their time.</p> <p>The Governing Body were advised that there have been no incidents of bullying, exclusions and/or prevent.</p> <p>10. <b><u>Policies: attendance, core values, complaints, governor induction, NQT, designated teacher for looked after children, children with health needs that cannot attend school, prevent.</u></b>  The draft policies had been circulated prior to the meeting. It was noted that the Curriculum Committee had reviewed and approved the prevent and the designated teacher for looked after children policies.</p> <p>Q: Can we include the 12 school values to the core values policy?  It was agreed to make reference to the values based education in the policy, but not to individually list them, to enable the school to maintain flexibility.</p> <p>It was agreed to defer the children with health needs that cannot attend school policy to the next meeting. It was noted that we do not have any pupils this refers to currently and this policy does not cover covid-19 absences, as this is covered by a separate risk assessment.</p> <p><b>The following policies were unanimously approved: attendance, complaints, governor induction, NQT, designated teacher for looked after children and prevent.</b></p> <p><b>Next steps:</b>  1: To amend the core values policy and the Governing Body to approve via email  2: Add the children with health needs that cannot attend school to the next agenda  3: Add the amended policies to the school website.</p> <p>11. <b><u>National issues</u></b>  <b><u>11.1 GDPR</u></b> – LC was thanked for taking on the role of the Data Protection Officer. AC was thanked for taking on the role temporarily. It was noted that LC would benefit from training on data protection in a school specific setting and training avenues are being explored.</p> <p><b><u>11.2 New Ofsted framework</u></b> – Nothing to report.</p> <p><b><u>11.3 Covid 19 related matters</u></b> – Already covered.</p>	<p>ALL  Clerk  Clerk</p>
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12.	<p><b><u>Training/school visits</u></b></p> <p><b><u>12.1 Governor training attended</u></b> - Training report forms had been circulated prior to the meeting. It was noted that the safeguarding governor had attended safeguarding training through West Berkshire and governors were attending the diversity seminars between them and will feed back any training points.</p> <p><b><u>12.2 Link governor visits</u></b> – The Governing Body were advised to maintain contact with their link governor area through email.</p>	
13.	<p><b><u>Staff wellbeing</u></b></p> <p>It was noted that staff wellbeing is a priority in the SDP. An update was given to the Governing Body on the wellbeing initiatives the including weekly wellbeing newsletter, virtual staff board for those staff isolating, good role modelling by the SLT etc.</p>	
14.	<p><b><u>AOB</u></b></p> <p>None.</p>	
15.	<p><b><u>CPTA report</u></b></p> <p>An update was given on the fundraising activities of the CPTA and the events being organised by the CPTA for Christmas.</p> <p>The Governing Body thanked the CPTA for their hard work.</p> <p>LP, in her last FGB meeting as a governor, thanked the Governing Body for their support. The Governing Body thanked LP for the great job she has done whilst on the Governing Body and wished her well in the future.</p>	
16.	<p><b><u>Date of next meeting</u></b> - Wednesday 27<sup>th</sup> January at 7pm.</p> <p>The meeting ended at 8.45pm.</p>	

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Chair