

**FULL GOVERNING BODY MEETING
THURSDAY 23rd JANUARY 2020: 7.00PM AT THE SCHOOL**

Present:	Bridget Ditcham (BD – Chair), Keith Hay (KH), Paul Jones (PJ), Caroline Norris (CN), Louise Pitt (LP), Helen Price (HP), Katharine Rooney (KR) and Heather Williams (HW).
Also present:	Michelle Law (ML) and Carol Simpson (CS)
Clerk:	Rebecca Marr
Circulation:	All Governors, Michelle Law and Carol Simpson

Item No.	Agenda items/Discussions	Action
1.	<p><u>Apologies</u> Apologies were received and accepted from Anne Cronin, Michael Jones and Belinda Rowland.</p>	
2.	<p><u>Declaration of interests</u> There was no declaration of interests made.</p>	
3.	<p><u>Approve the minutes of 21st November 2019</u> The minutes of 21st November 2019 were proposed by HW and seconded by HP. The minutes were unanimously approved. The minutes were signed by BD as a correct record.</p>	
4.	<p><u>Matters arising</u> <u>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-</u> Done. <u>Item closed.</u></p> <p><u>Add SEN and safeguarding policies to the next agenda – Done. Item closed.</u></p> <p><u>Add the policies to the school website and to the staff folder – Done. Item closed.</u></p> <p><u>To circulate the list of actions the school has taken to implement GDPR to all governors –Done. Item closed.</u></p> <p><u>To respond to the CPTA about their request for governor help at the Christmas Fayre – Done. Item closed.</u></p>	
5.	<p><u>Governing Body organisational matters</u> 5.1 <u>Appoint PJ to a committee/role</u> – PJ was unanimously appointed to the Curriculum Committee as well as link governor to Older Team, PSHE and PE.</p> <p>BD was unanimously appointed as the health and safety governor.</p> <p>5.2 <u>Appoint a safeguarding governor</u> - PJ was unanimously appointed as the safeguarding governor.</p>	

Signed:.....
Chair

6.

Reports

6.1 Head's report – The Head's report had been circulated prior to the meeting. A staffing update was given.

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

- The Committee had reviewed the published data. The end of KS2 data was cohort driven and continuing high attainment at the end of KS1 makes continued progress in KS2 difficult. The current Year 6 predictions are looking significantly higher.

The Governing Body discussed the merits or otherwise of writing to the Parent Body regarding the published data. The Headteacher will discuss this with the Senior Leadership Team. The Headteacher will report back at the next FGB meeting.

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

- We have submitted a deficit on the budget monitoring form of circa £35,000. The budget was looking to break even but Wokingham Borough Council (WBC) have advised they are not paying us circa £40,000 headroom monies that we were promised on 2 occasions. CN and CS are following the appropriate channels and will ask for governor assistance if required.
- Funding for the ASC, PPG and sports funding was reviewed.
- The Committee approved in principle (subject to quotes) work required to the external part of Foundation Stage.

Q: Is the sports funding for those deemed gifted and talented?

A: No it is to ensure more children participate in sport. Staff are receiving high quality gym training which is one way we are assisting those that are gifted and talented.

There are associated Part II minutes that cover confidential information.

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

- WBC has inspected the roof and some further works will be carried out. The extent of the works may be an issue.

6.5 ASC – While there has been a decrease in the numbers attending the ASC they are not significant enough to warrant any changes. The numbers going to Stanlake in September are looking healthy. It is recommended that this is kept under review.

Q: Do we ask parents why they no longer need the ASC?

A: Yes and it is either a change in parental working arrangements or Year 6's walking home on their own for some independence. We do not have any leavers because they are unhappy with the club.

The ASC visit report of HP was discussed. Since her visit there have been some changes such as a manager has been employed. The ASC is one club and members of staff can and have been asked to move to a different site. The job descriptions of the supervisor and the manager have been clarified. Stanlake is unable to have internet as we cannot install an adequate firewall and child protection filters like we have at

Signed:.....
Chair

school. The computers are back in use at the ASC in school and there is a laptop at Stanlake which plays games offline. None of the children at the ASC's have a 1:1 at school. The ASC's are fully staffed and they can have access to phones and to senior staff if needed. There are no children at the ASC's that pose a risk.

Q: Has there been an incident at the ASC?

A: There was one after the child was hit in the face with a ball.

CN was thanked for addressing the points in the visit report.

6.6 Collaboration (Including Cluster and FTP) – Year 2 of the peer reviews has begun. Middle leaders will be leading on sessions after the review to implement any outcomes, which is empowering for them and assist in their CPD. The FTP is planning lots of good training and there is a strategy day planned to see how the FTP can work alongside The Keys Academy. Our collaboration with Reading University remains strong and the Year 6's did a fabulous job, as always, of presenting our school to a room full of PGCE students.

Q: Is the Cluster links still strong?

A: Yes we're carrying out moderations.

6.7 Website Development Working Party – A supplier has been chosen and a contract agreed. The Working Party felt the supplier created dynamic and well designed websites and were receptive to learning about what makes our school special and how to demonstrate that through our website. The SLT and governors were thanked for their work and acting quickly. The next stage is for the supplier to send us a first draft of the website.

Q: Will we use the new website as an opportunity to streamline communication to parents?

A: Yes.

Next steps:

1: IDSR to be circulated to all governors and item added to the next FGB agenda

2: To discuss with the Senior Leadership Team writing to the Parent Body regarding the published data. Headteacher to update the FGB at their next meeting.

3: To demonstrate google classroom to the Website Working Party

CN/Clerk

CN
PJ

7.

School Development Plan

The SDP had been circulated prior to the meeting. It was noted that work was already well underway. The reading scheme with retired volunteers is going well. CN met with the volunteers at the end of the term to get feedback. As the scheme is going well Nicola Bruce (who is behind the project) wishes to roll it out across the borough. We will be presenting the benefits of the scheme to Wokingham Primary Heads and Head's briefing.

Q: Would it be possible for the readers to visit retired people that were unable to get out such as those in Bridge House?

A: Yes we could consider this.

Q: The monitoring boxes are empty but some of the dates for the completion of the tasks have passed – Why is this?

Signed:.....
Chair

A: Yes we need to update these boxes and complete the costings. The work has been done by the deadlines indicated.

It was noted that the Curriculum Committee has a rolling programme of looking at a priority in the SDP in depth.

8. **Pupil matters**

8.1 Admissions – An admissions update was given. This will be kept under close review and a wider discussion will be needed at a future FGB meeting.

8.2 Safeguarding including attendance, bullying, exclusions and Prevent – CN is chair of the West Berkshire Safeguarding Partnership Board and the board are putting together a school audit for safeguarding. This will be shared with the FGB when ready. Although all of our school governors receive annual safeguarding training it is important all governors are aware how the school is implementing safeguarding practice.

Stage 1 of the complaints process has just been completed in relation to a complaint. No further details were given in case the matter proceeds to stage 2 and governors are involved.

There are no exclusion, bullying or prevent issues to report.

9. **Policies**

The policies had been circulated prior to the meeting. It was noted that the medicines/supporting pupils with medical needs had been reviewed and approved by the Sites and Buildings Committee. It was further noted that the pay, staff discipline and the staff grievance policies had been reviewed and approved by the Staff and Finance Committee.

Q: The pay policy refers to teaching being defined as 'good' or 'outstanding' by Ofsted – is this outdated language and should this now be removed?

A: This is a model policy of WBC's, and as they are the employer, I would be reluctant to remove it without checking with WBC first.

Q: Where is the local offer as detailed in the SEN policy?

A: On our website.

The following policies were all unanimously approved: exclusion, staff discipline and staff grievance. The following policies were approved subject to minor amendments:

Safeguarding – amending the name of the safeguarding governor

SEN – correcting the formatting and remove the acronyms

Medicines – amending the wording around the secure cupboard in Younger Team

The pay policy was approved subject to clarifying with Human Resources the wording around the Ofsted rating of the quality of teaching.

Next steps:

1: Amend the policies (if appropriate) and place on the school website and in the staff folder

2. Clarify the wording in the pay policy with Human Resources and report back to the FGB

Clerk

CN

Signed:.....
Chair

10. **National Issues**
10.1 GDPR – No issues to report.
10.2 New Ofsted framework – It was reported that there is good work going on around subject leadership and the rolling programme is being monitored.
11. **Training/school visits**
11.1 Governors training attended –It was noted that HP and KH had completed a safer recruitment course online.
11.2 Link Governor visits – Nothing to report.
12. **Staff wellbeing**
An update was given on the initiatives being done to improve staff wellbeing. A wellbeing group is being set up and governor input would be most appreciated. Any governor wishing to join the group to contact the Clerk.
13. **AOB**
Next steps:
Governors were asked to advise the Clerk if they were able to assist at the two upcoming parents' evenings.
14. **CPTA report**
A report from the CPTA had been circulated prior to the meeting. Governors to advise the Clerk if they are able to attend the CPTA quiz on 6th March.
15. **Date of the next meeting** -Thursday 26th March 2020 at 7pm.
CN and ML left the meeting (9.05pm)
16. **Headteacher recruitment (item 5.3)**
There are associated Part II minutes that cover confidential information.
The meeting ended at 9.35pm.

Signed:.....
Chair