

FULL GOVERNING BODY MEETING
WEDNESDAY 26th JANUARY 2022: 6.30PM AT THE SCHOOL

<u>Present:</u>	Bethany Caunter (BC), Anne Cronin (AC), Bridget Ditcham (BD), Rachel Farris (RF), Keith Hay (KH), Lucy Hill (LH), Ben Hockley (BHo), Michelle Law (ML), Helen Price (HP) 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
	All were welcomed to the meeting.	
1.	<u>Apologies</u> Apologies were received and accepted from Luciana Clayton, Bryony Harding, Paul Jones and Belinda Rowland.	
2.	<u>Declaration of interests</u> No declaration of interests was made.	
3.	<u>Approve the minutes of 24th November 2021</u> AC proposed the minutes of 6 th October as a correct record. This was seconded by KH. The minutes were unanimously approved.	
4.	<u>Matters arising</u> All matters arising had been completed. HP and HW joined the meeting (6.33pm)	
5.	<u>Governing Body organisational matters</u> None.	
6.	<u>Reports</u> <u>6.1 Head's report</u> -The Head's report had been circulated prior to the meeting together with a staffing grid. The Headteacher advised the FGB that Wokingham Council had carried out a health and safety audit and the follow up report was awaited. Q: Were there any observations from the health and safety audit? A: There were no concerns. I will circulate the report upon receipt. Q: Is the persistent absence figure of 11.6% related to covid? A: The majority is yes. It is a typical figure nationally. There are a couple of persistent absentee families who we are working with. Q: The pupil assessment data in the report are those teacher assessments?	

Signed:..... (Chair)

Dated:.....

A: Yes, produced for the pupil progress meetings in December. The reading/writing/maths percentage is lower than the individual subjects because the pupils have to be working at age expected levels in all three. As these are not predictions, but where the pupils are working currently, we are expecting a huge shift particularly in reading. We are monitoring the targets and where we need extra support.

Q: Is there any value in looking at where the pupils were last year?

A: Not really as we look at if the pupils are on target for their learning journey and there are variances between cohorts.

Q: Can we see next time the spring data compared to the Autumn data and versus the targets?

A: Yes. The Year 2 and 6 targets were shared with the Curriculum Committee.

Q: I see we have a couple of staff vacancies - do we use anonymised application forms to encourage diversity?

A: We use the standard WBC application form. The pages that relate to an applicant's personal characteristics are removed from the application before shortlisting. We are recording information from applications such as race and gender to identify any trends.

Q: In relation to our covid contingency plan do we have another level if the situation escalates?

A: We have 19 cases in a team currently. Parents have engaged well with daily lateral flow tests which have picked up the cases. The next stage is to determine if we have enough staff to keep the remaining pupils in school. One of the challenges is ventilation particularly in one classroom. We have implemented measures such as separating desks, separate playtimes as well as installing Co2 monitors. We are continuing to monitor the situation.

There are associated Part II minutes that cover confidential information.

6.2 Curriculum – A report had been circulated prior to the meeting. The Chairs of the Curriculum Committee drew the FGB's attention to the large amount of work being done with the increasing numbers of pupils with EAL and the new governor visit form which hopefully governors will find supportive.

Q: What are the national averages for attainment and how are we doing with closing any gaps?

A: Our last reported phonics pass rate was 60% and it is 85% this year showing a significant rise. The WBC average is 86.6%. We are continuing to work with pupils that have not passed the check, but we understand for some children phonics is not the best way they learn to read. Intervention groups are running to support phonics and apply this knowledge to spellings. Our target is 88% this year and is based on our knowledge of the cohort.

Q: Do you feel the Year 2 writing target is realistic at 76%?

A: We have identified spelling and writing stamina as what we need to work with the pupils on, which is not surprising given this cohort has missed so much time in school including the development of fine motor skills. We need to evaluate how ready some of the children are to be

Signed:..... (Chair)

Dated:.....

pushed in some areas of learning and we cannot expect the pupils to meet pre-covid standards. We are however looking at other schools who are reporting higher levels of attainment to see if we can learn from them. It is important that we support pupils academically but also emotionally.

AC and HW were thanked for their report.

6.3 Staff & Finance – The Chair of the Staff & Finance Committee reported:

- All appraisals have been completed with no concerns.
- Teachers were not given a pay increase this year; pay for support staff has still to be agreed with the Unions.
- The budget monitoring form and variance had been circulated prior to the meeting. Governors were asked to send any questions to him or CS.
- Our year end position has improved, and we are likely to break even or end with a small surplus. Most of this is due to the recovery of the ASC.
- The Committee looked at various benchmarking sources and were satisfied that any differentials we were comfortable with. The Committee will continue to monitor this.
- The Committee looked at PPG, sports and catch-up funding and can confirm all monies are being used wisely.
- The Committee discussed whether we should build a level of reserves to cover any eventualities. The governors have always believed that the money received in year should be spent on the pupils in the school at the time. The indicative budget for next year is looking ok so we decided to stay with our principle that we should spend the money in year.

Q: Do we need to publish on our website how we have spent the catch-up funding?

A: No. We are required as part of the National Tutor Programme to produce an impact statement at the end of the year.

6.4 Sites & Buildings – The Committee last met at the end of November. A minor leak was found, and Single Ply came and repaired it. Since then there has been a leak near the Rainbow Hub which Single Ply have come back to repair. We think it is resolved but it is worrying that we keep getting minor leaks around the school. We did show this to the Health and Safety auditor from WBC.

6.5 ASC – The FGB were advised:

- The numbers in ASC are continuing to grow.
- We are delighted to be able to offer an early morning drop off club to little Acorn pupils.
- A training staff session is planned to look at resources and what we can do, long term, to improve the ASC. We are looking at options for a more permanent base for the club.
- Five 6th form students from The Piggott School have been interviewed for roles as playworkers at the ASC.

Signed:..... (Chair)

Dated:.....

Next steps:

- 1: To circulate the health and safety audit report to the Health and Safety Governor and the wider governing body once received.
- 2: To produce a document comparing the spring assessment data with the autumn data versus the targets once the spring data has been gathered.

ML

ML

7. **School Development Plan**

An updated SDP had been circulated prior to the meeting. It was noted that the Head's report covered the SDP progress. There were no governor questions.

8. **Pupil Matters**

8.1 Admissions – Already covered in the Head's report.

8.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent Attendance had already been covered in the Head's report. There was nothing to report on bullying, exclusions or Prevent.

8.3 Update on secondary admissions – A parent involved in the campaign to increase more places at Piggott has updated the school that:

- The active social media group now has 228 members; a significant number of which responded to WBC's consultation on which schools needed additional pupil places.
- An announcement is expected shortly on whether Piggott will receive the funding to expand and if this is granted it will be a relief for many local parents.
- He will keep the school updated on any formal announcement.

9. **Policies – attendance, complaints, designated teacher for looked after children, ECT, teacher pay and governor visits**

The proposed policies had been circulated prior to the meeting apart from the ECT policy which was asked to be deferred.

The attendance policy was unanimously approved subject to ensuring the consistent use of families instead of parent/carer.

Q: Can we change parent to families in the looked after children policy and the complaints policy?

A: Yes.

The complaints policy was unanimously approved subject to changing references from parent to families and RF reviewing the policy. If there were any substantive changes proposed the policy to be brought back to the FGB.

The designated teacher for looked after children was approved subject to changing any references to parent to families.

The teacher pay and the governor visits policies were unanimously approved.

Next steps:

- 1: Add the ECT policy to the next FGB agenda.

Clerk

Signed:..... (Chair)

Dated:.....

	2: Amend the policies and place on the school website, if relevant, and share with staff	Clerk
10.	<p><u>National issues</u></p> <p>10.1 <u>Ofsted inspections</u> – Governors attended a training session on Ofsted inspections (separate training report)</p> <p>ML was thanked for the informative training.</p> <p>Next steps:</p> <p>1: Share the presentation with the Governing Body</p> <p>2: Update the Ofsted teams’ folder with the last dashboard data and governor visit reports since the last inspection.</p> <p>BC left the meeting (8pm).</p> <p>10.2 <u>Covid-19</u> – Already covered.</p> <p>10.3 <u>Academisation/Families of schools</u> – Information on academising had been circulated prior to the meeting. It was agreed to set up an Academy Working Party. The Governors appointed to the working party were BD, LH, BHo, ML and HW. Other governors were invited to attend the Working Party’s first meeting if they so wished.</p> <p>There are associated Part II minutes that cover confidential information.</p> <p>Next steps:</p> <p>1: Arrange the first meeting of the Academy Working Party</p> <p>2: Academy Working Party to update the FGB at the next meeting</p>	<p>ML</p> <p>Clerk</p> <p>Clerk Academy Working Party</p>
11.	<p><u>Training/School visits</u></p> <p>11.1 <u>Governor training attended</u> - Training report forms had been circulated prior to the meeting. There were no questions.</p> <p>11.2 <u>Link governor visits</u> – Visit forms had been circulated prior to the meeting. It was also noted that BD, AC and BHo had also attended the maths inset day on 4th January.</p>	
12.	<p><u>Staff wellbeing</u></p> <p>The school is concerned about staff wellbeing. A little of this is covid anxiety but mostly is balancing workloads and the pressure they feel themselves. There is lots of support being given.</p> <p>Q: Is there anything as governors we can do? If we can, please let us know.</p> <p>A: No but thank you.</p>	
13.	<p><u>AOB</u></p> <p>None.</p>	
14.	<p><u>CPTA</u></p> <p>A report had been circulated prior to the meeting. Governors were reminded that they can raise funds for the school by using easy fundraising when making online purchases.</p>	

Signed:..... (Chair)

Dated:.....

15. **Date of next meeting** – Wednesday 23rd March 2022 at 6.30pm at the school

The meeting ended at 8.16pm.

Signed:..... (Chair)

Dated:.....