

FULL GOVERNING BODY MEETING
WEDNESDAY 6th OCTOBER 2021: 6.30PM AT THE SCHOOL

<u>Present:</u>	Bethany Caunter (BC), Anne Cronin (AC), Bridget Ditcham (BD), Rachel Farris (RF), Bryony Harding (BH), Keith Hay (KH), Lucy Hill (LH), Paul Jones (PJ), Michelle Law (ML), Helen Price (HP) 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> Apologies were received and accepted from Luciana Clayton and Katharine Rooney.	
2.	<u>Declaration of interests</u> No declaration of interests was made.	
3.	<u>Elect a Chair</u> (The Clerk chaired this item) BD was unanimously appointed as Chair. BD would welcome any governor shadowing her if they were interested on taking on the role next year. BD was thanked for chairing for a further year.	
4.	<u>Elect a Vice Chair</u> BD nominated KH as Vice Chair. LH seconded this proposal. KH was unanimously appointed as Vice Chair.	
5.	<u>Approve the minutes of 23rd June 2021</u> HW proposed the minutes of 29 th April as a correct record. This was seconded by LH. The minutes were unanimously approved subject to changing the venue of where the meeting was held. <u>Next steps:</u> 1: Amend the minutes	Clerk
6.	<u>Matters arising</u> <u>Include the paragraph relating to diversity in the parent governor vacancy letter in the staff vacancy letter as well as offering the opportunity to speak to BR about the role – Done. Item closed.</u>	

Signed:..... (Chair)

Dated:.....

Amend the parent governor letter to include health and safety experience is sought and any interested party can explore the role by discussing it with BD without commitment – Done. Item closed.

Share the policies with the staff and place on the school website – Done. Item closed.

7.

Governing Body organisational matters

7.1 Appoint BC as a co-opted governor - BC was appointed as a co-opted governor unanimously.

7.2 Appoint governors and a Clerk to each Committee/working party – The Clerk was appointed to clerk the three committees and working parties.

A list of governor roles had been circulated prior to the meeting based on the roles from the last academic year. The Governing Body made changes to the roles as follows:

- Diversity working party to be disbanded
- BR appointed as a link governor for diversity
- BH appointed as safeguarding governor; PJ to take on the role of health and safety instead of safeguarding.
- Governors appointed to the Pay Panel were KH, HP, LC and PJ.
- RF appointed to the Staff and Finance Committee instead of Sites and Buildings
- AC appointed to the Sites and Buildings Committee instead of the Staff and Finance Committee
- BH appointed to the Sites and Buildings Committee
- BC appointed to the Curriculum Committee

It was noted that the purpose of the Diversity Party had been fulfilled. The diversity action plan had allocated work to Committees and to members of staff to progress. It was agreed to add diversity as a standing item to all Committee agendas. BR was thanked for taking on the role of diversity governor. Hannah Estrada was thanked for her work on the diversity working party.

The FGB unanimously approved the committee structure and governor roles circulated subject to these changes.

7.3 Set meeting dates for the FGB and the first meeting date for each Committee – The next FGB meeting will be on Teams on 24th November at 6.30pm. The first meeting for the Staff and Finance Committee was set for 21st October and Curriculum for 4th November.

8.

Reports

8.1 Head's report -The Head's report had been circulated prior to the meeting together with a staffing grid, latest version of the SDP and summer attainment data.

Q: Is the maths attainment in some year groups down to the impact of covid?

A: Yes, but other schools have faced the same disruption, so it is not all down to covid. We have identified the gaps in specific year groups'

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maths skills, and we will ensure the children have the skills to progress. DfE materials are being used to assist.

Q: Is there any school based anxiety avoidance wider than the one case previously identified? How have pupils and staff felt returning to school?

A: There were concerns from some pupils and staff returning in September. We still have some control measures in place such as ventilation, regular cleaning of regular touch points and frequent handwashing. As the government has taken over track and trace for school pupils it is difficult for them to trace the contacts, so we have been advising the parent community if there has been a close contact who has received a positive test. The staff are overjoyed to be working collaboratively again.

Q: Are one-way systems and online learning still in place?

A: There are no one way systems anymore but we do a lot of outside movement. We do some learning online such as spelling and world Heritage Day. Remote learning is still provided if a pupil cannot attend school.

Q: Are there any notable reasons 7 pupils have left our school?

A: No, they were on waiting lists for other schools. We are still conducting exit surveys. We have more pupils joining than leaving.

There are associated Part II minutes that cover confidential information.

8.2 Curriculum – Nothing to report since the last FGB meeting.

8.3 Staff & Finance – Nothing to report since the last FGB meeting.

8.4 Sites & Buildings – Nothing to report since the last FGB meeting.

Q: Is the roof still watertight?

A: Yes.

8.5 ASC – Nothing to report since the last FGB meeting.

Q: Where are we with numbers for the ASC?

A: The numbers are rising rapidly and quicker than we envisaged. We are nearly back to pre-covid levels. We will need to review capping numbers if the trend continues.

Q: Do you still have the use of Stanlake Pavilion?

A: No.

8.6 PR Working Party – A report from the Chair of the PR Committee was read out to the FGB. The highlights were:

- There are lots of great posts with photos on both Twitter and Instagram. There are currently 377 followers on Twitter and 300 on Instagram. It would be fantastic to have more parents following, liking and sharing posts to gain further engagement.
- Website content was reviewed: regular blog content would be a way to add page views/length of time spent engaging with the

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website. It was indicated that resourcing such content may be problematic in the short term.

- Parent comments have been added to the Colleton website and social media channels.
- It was found that most schools find parents use the website as a source of information, ahead of social media. It would be worth investigating further to see if this is the case for us and focusing any content plans accordingly.
- Community outreach: it was suggested that ambassadors for the school could visit some of the toddler drop-in groups in Twyford and surrounding areas as a PR exercise, with updated brochures that could be left for parents to take home.

VN and BR were thanked, as well as the wider staff body, for their work on the school's social media channels.

8.7 Diversity Working Party – Already covered.

9. **School Development Plan**

An updated SDP had been circulated prior to the meeting. The FGB were referred to the completed items that will move from the SDP into the SEF. The FGB noted the main priorities of the school are for subject leaders to develop their curriculum areas and maths progress.

Q: Have the new curriculum drivers been embedded and accepted by staff?

A: Staff were involved from the outset on these curriculum drivers of inspire, enquire and acquire. It is a work in progress as we need to do some work with the pupils and update our website.

10. **Pupil Matters**

10.1 Admissions – Already covered in the Headteacher's report.

10.2 Safeguarding including Attendance, Bullying, Exclusions, Prevent
There was nothing to report on bullying, exclusions or Prevent.

There are associated Part II minutes that cover confidential information.

10.3 Update on secondary admissions – The school has advised Year 6 parents to investigate local secondary schools as well as Piggott and to fill in all 4 options on the admissions form. An update from the local parent action group was read out to the FGB. In summary the parent Group met with the Piggott and Local Councillors in July. The Piggott School needs an investment of £5million to expand the school to offer the places needed for all the pupils in catchment. The Group met with Graham Howe, a member of the Council executive, who was sympathetic, but advised that Wokingham need to weigh up the funding alongside other projects in the borough. There is another meeting on 8th October with The Piggott School and local Councillors.

11. **Policies – Behaviour (pupil), single equality policy, remote decision and safeguarding**

The proposed policies had been circulated prior to the meeting.

The single equality policy was deferred to the next FGB meeting.

Signed:..... (Chair)

Dated:.....

Q: Can we change paragraph 12 to acceptance and explain the ABC chart in the behaviour policy?

A: Yes.

The Behaviour (pupil) policy was approved subject to those amendments with one abstention.

There was a discussion over the workability of hybrid meetings. At the moment it was felt that hybrid meetings would not be workable, and this should be made explicit in the remote decision policy. The Headteacher agreed to review the feasibility of hybrid meetings going forward. **The remote decision policy was approved subject to this addition with one abstention.**

The safeguarding policy was unanimously approved.

Next steps:

- 1: Add the equality policy to the next FGB agenda.
- 2: Amend the behaviour policy and place on the school website and share with staff
- 3: Headteacher to review the workability of hybrid meetings
- 4: Amend the remote decision policy and place on the website.
- 5: Place the safeguarding policy on the website and share it with staff.

Clerk

VN/Clerk

ML

Clerk

Clerk

12.

National issues

12.1 Ofsted inspections – It was noted that Ofsted are currently prioritising outstanding schools that have not been inspected for a long time and those requiring improvement. We are therefore not expecting an inspection but there is no guarantee.

12.2 Covid-19 - Already covered in earlier discussions.

12.3 Academisation/Families of schools – The FGB were asked to be mindful that academisation is back on the Government’s agenda. There is nothing the FGB needs to do at present. The school is collaboratively working with the Schools Learning Alliance (SLA).

Q: Does the North Cluster still function?

A: For organisational matters like safeguarding yes and for local relationships and support. The North Cluster no longer does strategic work, but we do this via the SLA.

13.

Training/School visits

13.1 Governor training attended - Training report forms had been circulated prior to the meeting. There was nothing to report of note.

13.2 Link governor visits – Link governor visits can now take place in school and governors are welcome to attend. If they can let the Headteacher know of any arranged visits that would be appreciated.

BD was thanked for her work in cataloguing new books for the library.

A governor visit was carried out last term on the outdoor environment. The link governor advised it was lovely to see the progression in Forest School from Younger to Older Team.

Signed:..... (Chair)

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Q: Are there any link governor vacancies?
A: Clerk to circulate.

Next steps:

1: Clerk to circulate any link governor vacancies

Clerk

14.

Staff wellbeing

The FGB were advised:

- Staff wellbeing initiatives are continuing.
- Team Leaders are reviewing regularly how to make processes more efficient.
- Opening up the school and working across teams has promoted wellbeing.
- As part of a TA appreciation day, the school arranged an afternoon tea for the TA's.
- The tea party for staff at the end of term was an appreciated event.

15.

AOB

None.

16.

CPTA

The AGM is arranged for Thursday 14th October and all governors/parents are welcome to attend.

Q: Would it be a good idea to have a governor representative on the CPTA?

A: Yes. AC offered to do this role but if any other governor would like to do it instead can they let the Clerk know.

17.

Date of next meeting – Wednesday 24th November 2021 via MS Teams

The meeting ended at 8.05pm.

Signed:..... (Chair)

Dated:.....