

# The Calcot Schools

## Minutes of the

### Full Governing Body Meeting 22.1.

**Held on Wednesday 22 September 2021 at 9.30am via Microsoft Teams**

**Present:**

Mark Hazelton (MH)  
 Florence Rostron (FR)  
 Nicky Bate (NB)  
 Joe Lally (JL)  
 Nick Piper (NP)  
 Carolyn Purchase (CP)  
 Julia Kidd (JK)

**In Attendance:**

Alice Elliott (AE) Clerk

Item	Minutes – Meeting chaired by Mark Hazelton
<b>1.</b>	<p><b>Apologies for absence</b></p> <p>1.1. Apologies were received from Andrew Marsh (AM), Hugh Baxter (HB), Katie Dean (KD) and Kath Howard (KH).</p>
<b>2.</b>	<p><b>Declarations of conflict of interest</b></p> <p>2.1. MH and NP have a child in school, and JL has a daughter working in the school.</p>
<b>3.</b>	<p><b>Minutes of previous meetings</b></p> <p>3.1. <u>FGB 9 July 2021</u>: Minute 21.6.6.9 correction: "...because if <i>Veolia</i> aren't picking up..." The remainder of the minutes were confirmed by Governors as a correct record.</p> <p>3.2. <u>EFGB 16 July 2021</u>: Minute 21.7.2.6 correction: "<i>NP</i> praised <i>JK</i>'s document." The remainder of the minutes were confirmed by Governors as a correct record.</p> <p>3.3. These minutes will be signed by the Chair as soon as COVID situation has been sufficiently eased to make this possible.</p>
<b>4.</b>	<p><b>Matters arising (if not an agenda item)</b></p> <p>4.1. – 21.6.5.4. FR did not write the letter about PPG funding to the DfE because WBC had contacted the DfE on behalf of a lot of schools. The DfE will continue to base their census in October, which means any children gained after that will not receive any PPG funding. There is little the school can do about this.</p> <p>4.2. – 21.6.6.13 and 21.6.6.16 MM had presented the information to FR.</p> <p>4.3. – 21.6.9.5. This data has now had to be rewritten ready to be posted on the website by December. EK will send a copy to governors as soon as it is ready.</p> <p>4.5. – 21.6.12.1. MH, NP and JK attended the Safeguarding sessions in school. FR will let CP know when the next Safeguarding training will take place.</p> <p>4.6. MH reminded governors to visit the school before the Strategic meeting on 20 November.</p>

5.	<p><b>Election of Officers</b></p> <p>5.1. <u>Chairman</u>: MH, proposed by CP and seconded by JK. Governors approved.</p> <p>5.2. <u>Vice Chairman</u>: JK, proposed by MH and seconded by FR. Governors approved.</p> <p>5.3. MH announced his intention to step down as Chair next year.</p>
6.	<p><b>Governor Business</b></p> <p>6.1. Review of <u>Standing Orders</u>: these were accepted with no changes and approved by Governors.</p> <p>6.2. Review of <u>Governor Registers of Business and Pecuniary Interest Forms</u>: it was suggested Governors email any changes of these to the Clerk, who will record this on their behalf. This is more suitable than virtually resending similar forms from last year. The same should be for the <u>Code of Conduct</u>. Should the auditors say this is not suitable, amendments will be made.</p> <p>6.3. AE to send an email to Governors with the standard questions, and Governors to notify any changes to their Business Interests and Code of Conduct.</p> <p><b>ACTION – AE to email Governors for details of Business Interests</b></p>
7.	<p><b>Committee Structure Review and Membership</b></p> <p>7.1. Finance, Health, Safety &amp; Premises (AM, KD, JK, MH, HB, NB, FR)</p> <p>7.2. Personnel (KD, JK, JL, NB, FR, (KH))</p> <p>7.3. Curriculum (CP, JL, NP, NB, FR, (KH))</p> <p>7.4. KH would like to continue on the governing body, even though health issues keep her from being present. She would like to be kept up to date with what's going on. Governors agreed.</p>
8.	<p><b>Governor Special Appointments</b></p> <p>8.1. Safeguarding Governor – AM</p> <p>8.2. SEND Governor – JL</p> <p>8.3. PPG Governor – JL</p> <p>8.4. Numeracy Governor – HB</p> <p>8.5. Literacy Governor – CP to contact KH, unless someone else wants to take this on?</p> <p>8.6. Science Governor – CP</p> <p>8.7. History Governor – no longer needed. This was one of the subjects identified in the last OfSTED report, but KH had spoken to the subject leaders last year and was satisfied with their progress.</p> <p>8.8. <b>JL asked about getting in subject experts who are not governors.</b> MH said it may be necessary to get in external expertise for a deep dive, and FR suggested the Curriculum Committee should explore who to ask in for this purpose.</p> <p>8.9. Outdoor Learning Governor – CP</p> <p>8.10. ICT Governor – NP</p> <p>8.11. Early Years Governor – JK</p> <p>8.12. Health &amp; Safety Governor – MH</p> <p>8.13. Welfare Governor – JL and will liaise regularly with NB.</p> <p>8.14. Development &amp; Training – Clerk/Chair</p> <p>8.15. <b>ACTION – AE to update the master documents with the Governor Link details</b></p>

<p><b>9.</b></p>	<p><b>School Plan Update</b></p> <p>9.1. Pupil numbers have been listed on the Headteacher's Report, but a comparison with what we were predicting for September shows an increase in every cohort. Reception is 60 (completely full), Nursery has 37 (predicted to be 33), Year 1 is 66, Year 2 is 72. Infants are 10 up from what was predicted, and 18 up from last year. Becoming a 2- form entry school is looking less and less feasible.</p> <p>9.2. Overall the school has over 500 children again, higher than for a couple of years.</p> <p>9.3. A discussion on extra children coming into school and its effect on PAN is recorded in <b>Part 2 Minutes</b>.</p>
<p><b>10.</b></p>	<p><b>School Streets Update</b></p> <p>10.1. There have been hardly any difficulties in communication. However, parking issues have spread elsewhere: the situation at the BP garage has become very difficult, and the neighbouring streets are now clogged up with parked cars. The quiet streets near the school have encouraged more scooters to school.</p> <p>10.2. The police are not ticketing any miscreants as it takes too long, and people are not looking at the signs before they drive through. Few families are using Linear Park to park in and walk their child to school. There are many cars parked on the south side of the crossing, and the police say they don't have the resources to police this; MH still sees incidents of car abandonment across drives at picking up time.</p> <p>10.3. Parents are generally complying, and the streets are much better for it, but others are doing what they like when the police aren't around.</p> <p>10.4. MH had been approached by parents who, for medical reasons, would like a permit to park near the school at those times. Temporary permits like this should be issued by WBC, not by the school, FR doesn't want to make judgements on who is eligible. WBC School Streets Coordinator told FR a blue badge would allow access, but it seems the police are stopping blue badge holders without a permit.</p> <p>10.5. <b>JL thinks it looks like it's working only when the police are there.</b> The walking to and from the school is very good, so parents could be approached later about a walking bus. Also, the people in the garage had not been contacted by WBC so they knew nothing about School Streets. It needs to be made clear ticketing will happen to those who disobey.</p> <p>10.6. MH has asked WBC for the numbers of tickets issued, and the AMPR promised to the school. However, the formally quiet neighbouring roads are now inundated with parked cars, and people grouped together chatting, meaning the problem has been pushed further afield. FR said this has taken the traffic away from the school gates, which means children are now no longer at risk coming to school. But the remaining issues have yet to be resolved.</p> <p>10.7. <b>CP asked how far away is Linear Park</b> where WBC told parents to park – 8 minutes' walk away from the school, with the biggest obstacle or delay being crossing the Bath Road. FR said there is much poorer road safety, especially when parents fail to use the Bath Road crossing. This issue has been fed back to WBC and the police with photographic evidence.</p> <p>10.8. <b>CP asked when School Streets will be reviewed.</b> In 6 months, and feedback is being requested now. MH wondered if road safety could be mentioned within assemblies, as parents are either encouraging or failing to prevent children from skating or running (racing against each other) across that crossing. FR said she would put something in the newsletter about parents taking responsibility for and be mindful of road safety.</p>
<p><b>11.</b></p>	<p><b>Headteacher's Update</b></p> <p>11.1. Absence is quite high, with the recording changed to isolating children marked as COVID, and those with COVID marked as ill (counted in the absence figures).</p>

11.2. Safeguarding: there have been 18 referrals since returning to school. Currently there are 7 children on Child Protection, 2 in need, 5 under assessment, 2 LAC (one changed from CP this week) and 14 Life Family Plans. We have really high numbers of vulnerable children in our community compared to previous reports.

11.3. Feedback from the parental questionnaire has been recorded, mostly from Y3-6.

11.4. School Development Review: FR and NB met with Tim Kuhles to update the main priority page with new targets for this year. The interim plans should be continued as we are still within COVID, and we have 15 cases with acceleration measures in the Junior school. The knock-on effect of staff absence is significant.

11.5. Data Review: analysed since prior to March 2020, when children were on track. From September this had dipped, as they had been out of school. By December most cohorts had picked up again, with interventions and catchup, then Lockdown to March 2021 had a significant effect, with some cohorts with no children being where they need to be, especially in Writing, as remote learning focused on Maths and Reading. After a term in school again it picked up towards the end of summer term.

11.6. Teacher assessment throughout COVID gives a clear indication where the problems are. The gap has hugely widened for PPG families. Target documents to be brought to Curriculum Committee will show PPG without SEN were in line or better than our cohorts, but now we are up to 40% out in some cases. When FR started as Headteacher this had been the gap, which had been closed up until COVID started.

11.7. We had added a very successful Sailing Club for Year 6 PPG children for enrichment, and other SEN children across the Juniors. Tutoring has begun for PPG Children in Year 6, as this vulnerable cohort has struggled and need to be secondary school ready. This has been hindered by non-attendance or parents declining, but we don't want to take them out of school core hours.

11.8. Additional staff training last year has been successful with OfSTED updates and safeguarding. There is a lot of new staff: 4 ECT, 1 trainee and 2 new staff with limited experience during COVID.

11.9. Staff Training: Meta-cognition has been moved to January with the Curriculum Day now being in October. OfSTED are risk assessing our school; we have had two direct complaints about Safeguarding to OfSTED, which have been rebutted by WBC as not valid, but OfSTED still risk assess this and could arrive at any point from now. Hopefully the curriculum training will have happened before they come. We always give staff report writing training as part of wellbeing support, and therapeutic thinking training will be drip fed throughout the year.

11.10. We haven't been able to appoint additional TA support for our lower ability children. All EHCP children have their designated support, but we have a lot of other children we are applying for EHCPs who require additional support. Having staff out compounds this, especially for cohorts which require this additional support, so it's difficult to meet the range of needs in the school.

11.11. One cleaner and one Lunchtime staff have resigned, and we will take on fewer placements from university this year, because of the reduced staff capacity to mentor them.

11.12. COVID: 15 cases, mostly in the Junior school. The Infants are still having whole school assemblies and settings for various things, whereas Juniors are back in year group bubbles, taking out choirs and whole school assemblies. We're logging on CREST system and taking advice from WBC.

11.13. Feasibility: There isn't a decision regarding the Nursery yet, as the refugee situation took priority.

11.14. **MH noted the change in the Risk Assessment regarding wearing masks**, but there is insufficient signage for parents about this. After the newsletter went out this was respected, but now only about 20% of parents are wearing masks in the Juniors. A4 reminder notices are needed near the gates. FR confirmed the lack of interest and suggested signage won't work, but she will continue to keep reminding parents about this. MH said this is due diligence for Health and Safety reasons.

	<p>11.15. <b>CP asked how poorly were the children and staff with COVID.</b> Most of the children have had cold-like symptoms, almost asymptomatic. One child is still unwell after 10 days. One staff member is quite poorly. <b>CP was concerned the cold-like symptoms could mean COVID is missed.</b> FR agreed we are heading into the 'cold season', so testing is encouraged. Also, when children are out of school, they are eligible for FSM vouchers which need to be delivered, so we can check on them at the same time. We continue to check in with all those who are ill.</p> <p>11.16. FR purposefully hasn't changed the Nursery Admissions policy due to a lack of concrete decisions from WBC regarding this. MH stated he hadn't been very impressed with the Feasibility meetings so far.</p>
<p><b>14.</b></p>	<p><b>Policies to be Ratified:</b></p> <p>14.1. <u>Acceptable Use</u> (new policy from last term): Governors accepted and approved.</p> <p>14.2. <u>Online Safety</u> (new policy from last term): Governors accepted and approved.</p> <p>14.3. <u>Social Media</u> (new policy from last term): Governors accepted and approved.</p> <p>14.4. <u>Early Career Teacher Induction</u> (new policy from last term): Governors accepted and approved. <b>NP noted the new commitment to Governors</b>, especially for Personnel Committee. <b>JL noted a lot of additional responsibility for the school</b>, especially senior management.</p> <p>14.5. <u>Model Child Protection and Safeguarding</u>: Governors accepted and approved.</p> <p>14.6. <u>Accessibility Plan</u>: Governors accepted and approved.</p> <p>14.7. <u>Nursery Admission</u>: FR had recently explained about this. Governors accepted and approved.</p>
<p><b>15.</b></p>	<p><b>Sustainability</b></p> <p>15.1. FSHP Committee will be chasing up on food waste. The SBM has already been looking into this. If the Feasibility Study fails, we will need to review the school from a sustainability point of view, such as finding grants to assist us with our utility costs.</p>
<p><b>16.</b></p>	<p><b>Staff Wellbeing</b></p> <p>16.1. This is being affected by staff absence and the high level of need in all year groups. FR is concerned about staff working hours, from before 7am to after 7pm in some cases. She is worried people won't be able to sustain the pace they are working at the moment. For Safeguarding reasons FR is considering extra capacity; NB cannot take on any more with the ECTs and covering for absent teachers, EK is full up with EHCPs and high levels of SEND and PPG. FR has taken on Child Protection, but 6 meetings per week takes up such a lot of time. Staff structure needs to be revised, as the SLT and AHT aren't getting their management time because of cover and extra need.</p> <p>16.2. <b>MH agreed about finding an extra teacher.</b> An FTE teacher could easily take FR and NB's teaching time, to give enough time for their actual jobs. He is concerned FR and NB are not getting the time they need. FR said she and NB catch up in the evenings and weekends. We need to find someone who can take from Reception to Year 6. MH suggested someone who specialises in CP and Safeguarding issues to take the load off FR.</p> <p>16.3. <b>JL asked if PPG was at 38%.</b> This is certainly the case in some cohorts. This is a huge percentage over the average in West Berks. In the past a school with this level of PPG would have triggered a reaction and suitable support. This fallout isn't just something FR has to deal with, the class teachers also have to deal this with on a regular basis. An additional member of staff would free FR to cope with the CP issues and support staff dealing with CP in their classes. MH asked for a proposal how to take this forward.</p> <p>16.4. <b>CP asked if someone could be appointed on a fixed term contract.</b> Yes, lots of staff are on fixed term contracts, especially for four maternity covers, to give us more flexibility. We will have capacity from Easter when they return. But recruiting for a fixed term contract for a term and a half is very difficult to get</p>

	<p>anyone good enough. <b>CP was concerned about the emotional and stressful sides of dealing with Child Protection.</b> FR says she is managing, but she is worried about class teachers with high levels of CP, as it is relentless, and the resulting extra need creates a huge amount of additional work.</p> <p>16.5. MH suggesting putting some proposals to the Personnel Committee meeting about this.</p> <p><b>ACTION – Personnel Committee to look at recruiting an extra FTE teacher</b></p> <p><i>(FR left at 11.30am)</i></p>
17.	<p><b>Summary of Curriculum Activities (report by NB)</b></p> <p>17.1. At Calcot Schools we begin by designing the curriculum (in each subject) by using the National Curriculum as this sets out the programmes of study and attainment targets for all subjects within Key Stages 1 and 2. The programmes of study clearly outline the attainment targets to be taught. However, in some it outlines it in Key Stages and in others they are in more depth and are broken into specific year groups. The programmes of study include both statutory and non-statutory strands to be taught.</p> <p>17.2. Following this, as a school we ensure that in each subject our curriculum shows clear progression. The skills and knowledge taught are built upon within a year and throughout the years. In Geography we adapted the way we taught the subject as some targets were taught in a specific year, but we found that key learning such as naming the Oceans, continents etc were quickly forgotten therefore our Geography curriculum focuses on a specific country per term (per year group) and we revisit key learning each time but whilst ensuring that the skills progress and the knowledge taught builds up each term and each year group. The subjects lead teams work with year groups to support with planning and monitor it. History, P.E, French, Music is taught by specialist teachers.</p> <p>17.3. Teachers plan a brief long-term overview which plots the units to be taught. They then begin by creating or using (if we already have them) the knowledge organiser which outlines the key knowledge, the prior learning, vocabulary that will be taught for the unit. Following this, the teachers will either create very detailed medium-term plans or lesson plans. We do not ask teachers to write lesson plans if the medium-term plan is detailed. Nor do we request that lessons are planned in a specific format. Instead we ask staff to focus on delivering well planned, quality lessons that meet the needs of the children they are teaching.</p> <p>17.4. Lessons will include warm-ups (quick recaps on prior learning). They will also include new learning and knowledge, key vocabulary. Lessons are planned to be engaging and interactive and to meet the needs of the varying abilities of the children. Due to this, plans may adapt daily, weekly, or annually as each cohort is different. As a result, plans may need to be adapted to provide greater support, scaffolding, fill in gaps before moving on or alternatively greater challenge.</p> <p>17.5. <b>JK noted the amount of information on the website.</b> This has been worked hard on during Lockdown, such as year group and subject group pages. The year group shows what's being taught within that year, and the curriculum areas including DT, Art and Science. <b>NP noted the website is out of date for this year.</b> This is because there has been nobody with time to update the website, as there is too much going on in school at the moment for NB to keep on top of this. The new versions are sent to parents via ParentMail. NP suggested adding in models or examples, and MH agreed, and old ones should be removed as they are misleading. <b>JK agreed if the website cannot be updated, take off the existing lesson plans and provide a general overview instead.</b> This will alleviate the extra stress for NB or whoever updates the website.</p>
18.	<p><b>Any Other Business</b></p> <p>18.1. The Risk Assessment for Dogs and the new Minibus policy could not be approved by a non-quorate FGB meeting. Governors accepted them in principle, but they will be deferred to their relevant committees.</p> <p><b>ACTION – Risk Assessment for Dogs and Minibus policies to be deferred to relevant committees</b></p>

<p><b>12.</b></p>	<p><b>Premises</b></p> <p>12.1. Provision for swimming pool changing is not acceptable, and this is an area not included by WBC in the Feasibility Study. The school requested fitting out a room as a changing room, to give children a degree of privacy, but this was refused. MH suggested the school should approach the PTFA to fundraise for changing rooms.</p> <p>12.2. <b>JK noted all the media attention about peer on peer abuse and body shaming,</b> but the DfE doesn't consider that primary school aged children need separate changing rooms. There is a lack of joined up thinking in the education department. WBC are keeping the Feasibility Study restricted to the DfE schedule for space, governors agreed that if we can't get changing rooms included within the study, we should approach organisations like Sport England who may consider giving grants. We are in an unusual position because we have a swimming pool on site. This should be pushed forward to be included in the new school plan.</p> <p>12.3. <b>JL agreed the DfE are unaware of the onset of puberty and the problems on social media.</b></p> <p>12.4. MH said this should be proposed to the PTFA, as it doesn't only have to be for swimming, but also for visiting groups who use the site for sports. NB said it should be for 15 boys and 15 girls.</p> <p><b>ACTION – FHSP Committee to approach PTFA for fundraising towards changing rooms</b></p> <p><i>The meeting closed at 12noon.</i></p>
	<p><b>ACTIONS</b></p>
<p><b>6.</b></p>	<p>6.3. <b>AE</b> to email Governors for details of Business Interests.</p>
<p><b>8.</b></p>	<p>8.15. <b>AE</b> to update the master documents with the Governor Link details.</p>
<p><b>16.</b></p>	<p>16.5. Personnel Committee to look at recruiting an extra FTE teacher.</p>
<p><b>18.</b></p>	<p>18.1. Risk Assessment for Dogs and Minibus policies to be deferred to relevant committees.</p>
<p><b>12.</b></p>	<p>12.4. FHSP Committee to approach PTFA for fundraising towards changing rooms.</p>