

# The Calcot Schools

## Minutes of the Full Governing Body Meeting 22.5.

**Held on Wednesday 13 July 2022 at 9.30am at the school**

**Present:**

Julia Kidd (JK) (Vice Chair)  
 Florence Rostron (FR) (Headteacher)  
 Carolyn Purchase (CP)  
 Joe Lally (JL)  
 Mark Hazelton (MH) (Chair)  
 Hugh Baxter (HB)  
 Mary Genis (MG)  
 Shelly Higgins (SH)

**In Attendance:**

Alice Elliott (AE) Clerk

Item	Minutes – Meeting chaired by Julia Kidd
1.	<p><b>Apologies for absence</b></p> <p>1.1 Apologies were received from Katie Dean (KD), Andrew Marsh (AM), Nicky Bate (NB) and Kath Howard (KH).</p>
2.	<p><b>Declarations of conflict of interest</b></p> <p>2.1. SH has two children in school.          2.2. MH has a child in school.          2.3. JL has a daughter working in the school.          2.4. MG teaches music at the school.</p>
3.	<p><b>Matters raised under Any Other Business</b></p> <p>3.1. None.</p>
4.	<p><b>Minutes of previous meeting held on 28 April 2022</b></p> <p>4.1. Governors confirmed these minutes were a correct record, which were signed by the Chair.</p>
5.	<p><b>Matters arising from previous minutes (if not an agenda item)</b></p> <p>5.1. – 22.4.8.2. JK, FR and TK have liaised regarding holding the HTPM early in September.          5.2. – 22.4.9.8. Persistent absenteeism is covered in the Headteacher’s Report.          5.3. – 22.4.12.3. Feasibility meeting to be reported in meeting.          5.4. – 22.4.13.1. The strategy meetings were successful and contained lots of excellent discussion. They are available to download from the Governors’ webpage and TK has asked if he could use our objectives as a template for other schools.</p>

## 6. Governor Business

6.1. New Governor: MG introduced herself as the new Co-opted Governor. She runs an organisation called Culture Mix Arts in Reading, which celebrates Caribbean culture, music and Carnival. It offers support, workshops and events, mentoring young people to become the best they can be, especially those who may have fallen away from society. Her passion is to express herself creatively. She employs 3 people full time and several seasonal temporary staff. Governors welcomed MG to the governing body.

6.2. FR suggested MG joined the Curriculum Committee as part of monitoring culture and music within the school and reporting back to governors. It would be useful to have her input into other elements within the school as well as creative arts. FR reported the new curriculum includes a music review, meaning music must be included again in schools. She proudly announced Calcot is one of the best local schools for music and how it filters throughout the curriculum. MG already delivers assemblies, so could take advantage of reporting back about other cultural messages around the school.

6.3. Governor roles in September: MH will be standing down as Chair from September, leaving the post open to all Governors. Governors will be formally invited to volunteer in the first meeting. JK and JL expressed an interest in Co-Chairing. **MH reminded that the Standing Orders should be amended to clarify any changes.**

**ACTION – Formally invite governors to volunteer as Chair from September**

**ACTION – Clarify any changes within Standing Orders**

6.4. Committee Structure: JK suggested no changes, she felt our current structure works well. Governors agreed. All Chairs will be up for election in their first meeting.

6.5. HTPM: This will take place much earlier in the academic year. The governor panel usually consists of the Committee Chairs. JK highlighted that there is training happening at the beginning of September; CP, JL and JK are interested. FR suggested also looking at the National College for relevant courses.

6.6. OfSTED Review Update: they can still give us the call by tomorrow. JK suggested rescheduling a refresher meeting for OfSTED early in September – AE will create a Doodle Poll.

**ACTION – Doodle Poll for the OfSTED refresher meeting in early September**

6.7. Feasibility Meeting Update: JK and MH had a meeting with the design team and Mark Lewis., Head of Education Assets. WBC were annoyed the project team hadn't completed the design, and had not included specific items such as sprinklers, etc. This could affect the overall budget. **MH said sprinklers were imperative as fire in schools destroys the children's work.** A substantial revision, as in Calcot, needs to include sprinklers. FR said the H&S Audit suggested this is a costly maintenance problem, especially when they go wrong. MH disagreed, he feels they do not activate easily, and are designed to go off where a fire is. The biggest cost is putting them in, and the best time is during a massive refurb. FR reported the recent H&S Audit in June gave Calcot an Outstanding for its Health and Safety and the final report will be forwarded to governors when received. Thanks to Melanie Moreton for all her hard work on this.

6.8. JK and FR held a meeting with Mark Lewis and Fiona Simmons regarding the PAN and the pupil forecast for this area. WBC said this year was forecast to be high, so the 77 admission number in Reception for September was not entirely a surprise, but all the data shows the numbers will be going down. FR was concerned WBC only look at the point of entry, and not at the percentage which join throughout the year (Year 1 went from 58 to 78 children during this year). They have no data about catchment children choosing Calcot other than at initial point of initial entry, and how this affects our popularity (OfSTED ratings, new building, changes in headships elsewhere all play their part). None of this can be predicted.

6.9. **JL also noted the number of new houses being built,** only half of them are occupied and they are still building more. **HB asked where the in-year admission children come from.** 38% of children come

from Reading and other catchments. **JL also noted the refugee families**, who are housed in the Calcot Hotel next door. SH and FR successfully bid for a project by the British School of English which will take place 2 days a week in school to support refugee families with learning to read. There are meetings continuing during the summer to establish where these sessions will run and how the programme will work for our community. SH is leading on this.

6.10. **MH noted WBC needs to manage the Feasibility transition with pupil numbers and not the school. JK said the timescale for the new school is December 2025, but they need to take into account 3 year groups all above PAN60 at that time.** WBC will have to provide for these year groups. FR thinks they will not demolish the Infants building and use that for the interim. Otherwise they will add portacabins. FR was at least reassured less land will be taken away. **JL was concerned about the Forest School.** He had just planted 60 trees there. FR will get this reassurance from WBC in writing, as she didn't want to lose the playing field.

6.11. **HB was still concerned about taking too many children.** FR explained the birth rate is due to fall. However the latest stats do not reflect the reality, as nobody predicted the refugee children or the extra SEND children. **JK noted Year 3 is capped at 60, and lower numbers in the Nursery will make an impact.** She suggested forming a sub-group to look at the information available on SLA online regarding the ongoing predictions and how this may affect staffing needs and costs. FR suggested co-opting Nick Piper to look at the statistics and predictions; this was unanimously agreed.

**ACTION – FR to contact Nick Piper re sub-group for SLA child number predictions**

6.12. School Streets: JL reported our school streets project has been approved by the Executive Member of Highways, which means we will get surveillance cameras and be policed better. **CP asked how would this affect people coming into school.** Staff will get permits to park in the street, along with the residents, which would be recognised by the cameras. **CP asked about the petrol station situation.** There is a barrier in place to stop parking, which seems to have improved things a bit. WBC still need to manage this better. **MH said there are now more cars parking in Linear Park.** People need to be told how close the Linear Park car park is. FR said the families who struggle the most are those with children in multiple schools. Hopefully starting the Breakfast club at 7.30am might make a difference. **JL asked about the waste land belonging to the MOD which could be converted into parking for about 25-30 cars.** The Feasibility Study should address car parking, and perhaps WBC could be persuaded to put a purchase order on the land.

*(JL left 10.15am)*

6.13. Staff Leaving Arrangements: KC has worked in the school for 25 years, and a tea party will be held for her on Wednesday 1-3pm. Governors are invited. There will be a pizza party for the other leaving staff afterwards. **JK asked about the other long term teacher retiring.** FR commented she has worked at the school for a short time and although she is retiring, she will be available as supply from September. AM has resigned as LA Governor after 22 years. Governors conveyed their thanks for all his support and hard work with a card and bottles of wine.

## 7. Committee Reports

7.1. Governors noted that much of what was said in the Personnel and Curriculum Committee minutes will be covered in the Headteacher's Report.

*(JL returned 10.17am)*

7.2. Finance Committee Report: Child entry numbers next year will be 77, more than the PAN of 60, which also include a minimum of 3 EHCPs and high levels of need in Nursery and Reception. We have more disadvantaged and struggling children than the local norm, and there may be children who are unidentified as SEND included in our September intake.

7.3. We need more TA 1:1 capacity in Reception to cope with the high need. **JL expressed his concern that the quality of support isn't being recompensed enough.** TAs can earn a higher hourly wage in

local supermarkets. The school is constrained by WBC pay scales, and being all at the same grade means there is little capacity for promotion. Increasing their pay means we couldn't afford to employ them all. The cost-of-living crisis is having an impact, and **MG said any extra money is soon absorbed anyway** and could mean they lose out on other benefits. **JL noted the school falls short of more money for PPG because not enough families are applying for it.** Parents are being told they are eligible and what this could do for their child, but as the Infants get free school meals, they don't realise the importance of PPG. FR reported the levels of disadvantage: locally it is 8.6% and the school is 19% in the lower cohorts (Reception, etc). In Year 6 it's even higher: locally 18.1% compared to 34.8% in school. **JL noted the school's increasing reputation for supporting SEND,** but FR reminded him the school has to put in 16 hours provision before they can apply for any extra provision.

7.3. **MH asked about the increased energy expenditure.** WBC advised schools to raise this area of the budget by 250%. **HB said since this is WBC's decision, they should protect schools if they have to pay more.** We have raised utilities from £20k to £50k as recommended, but choosing the suppliers is out of our control. **MH noted the new school should be in a better position regarding energy costs.**

7.4. **HB asked about raising the price of school meals by 10p.** He was concerned the cost of providing meals maybe more than that. **CP asked if the quality had changed.** Chicken and beef have had to be replaced with turkey and pork, but our menus and portions are better than they were, shown by the increase in meals uptake. Being independent from an outside caterer means we can choose what we put in our picnic bags, which is much appreciated by the children. **JL expressed his concern regarding food waste.** There is a lot of fruit wasted in the Infants. Fruit is provided through the fruit scheme, so the school has no say in what it is, as it's a free snack for the children. **JL said it is important children are aware of the environmental impact waste has.** **MH suggested offering meat-free days to encourage a change in behaviour.** There is a balancing act in getting the children to eat a hot meal every day. **JL asked if waste is monitored.** There are new systems in place from September for this. **JL asked if waste is encouraged into the compost bins.** This is something to be looked into once the food waste bins are in place next term.

7.5. **HB noted that 90 Chromebooks were being replaced.** This is an insurance claim as the JDO foundation supplied models which were quite old, and leaving them permanently on charge caused them to swell and emit gasses. We now have timers on the charging points and hope to be successful in claiming £20k for new versions. **MH asked what happened to the old laptops.** They will be collected for free and recycled appropriately.

7.6. **JK noted the cost of the de-delegations which took £15k-£17k out of our budget. FR reported that she and the SBM had looked into this and found that we receive back more in support than the cost of the de-delegations.**

## 8. Safeguarding Update

8.1. AM had circulated a report. There are 177 safeguarding logs in the Juniors, and 35 in the Infants. There is an internal watch list with regular support. Monitoring systems are robust in school. There is an increase in data requests from parents, i.e. in relation tribunals where a child goes for SEND provision, or a SEND child requires records as their secondary school says they are not SEND. Our Data Protection Officer is Thomas Ng and he supports the school to organise this information alongside EK.

8.2. **JK noted the report shows our systems are working well** so that it is easy to locate statistics. **CP was concerned staff were aware how to format a report to make it easier to redact data.** FR confirmed staff do receive training, but there will be retraining at the beginning of the new academic year.

8.3. **JK was impressed by the data in the SEND summary report.** This will be useful for OfSTED.

8.4. Governors noted the role of Safeguarding Governor will be passed to SH, and the Single Central Record will now be handled by MM, who has bought in a computerised system to help with alerts and tracking.

## 9. Headteacher's Verbal Report

9.1. FR circulated a pack of data. This had been provided without including the refugee children, as they had not been included in SATs. She will send a digital version to AE for SharePoint.

**ACTION – FR to send a digital version of her data package to AE**

(MG left 10.45pm)

9.2. Key Headline Data: This is KS2 with EAL taken out (the refugee children).

Writing: school 68%, Local Authority 66.2%, National 69%.

Maths: school 79%, Local Authority 70.5%, National 71%.

Reading: school 71%, Local Authority 74.3%, National 74%.

RWM: school 62%, Local Authority 55.9%, National 59%.

FR pointed out the school has 34% of children disadvantaged, with high ethnicity. **CP noted that reading would take more time to come through after 2 years out of school**, which is why this is an area of focus for the school.

9.3. KS1 also has high disadvantaged, EAL and BME with 61% boys compared to 39% girls.

Writing: school 57%, Local Authority 56.6% (there is no National data available).

Maths: school 65%, Local Authority 67.6%.

Reading: school 67%, Local Authority 68%.

RWM: school 49%, Local Authority 52%.

FR noted the trend is a real dip at KS1, because this was the cohort most affected by COVID, as many of these children missed out on Reception and Year 1 during Lockdown.

Phonics results Y1 68% dipped below the Local Authority 74.3%, whereas in 2019 this had been 90%, again showing the impact of Lockdown.

9.4. The EYFS data signifies how low the Local Authority data is, especially since the baseline testing data has not been released, so there is nothing to compare against the beginning of the year. This makes it difficult to quantify assessment and improvement. The school could do its own baseline assessment, but then this would be a duplication and time consuming, with results potentially becoming distorted second time around. After much discussion, **CP suggested parents obtain this data from the DfE as part of a freedom for information request, SH provided details of how to do this.** FR said withholding this kind of information from schools was insulting the professionalism of teachers to make their own decisions based on cohort data. As a school we continuously work using standardised data and this would be helpful in terms of this cohort, particularly if this will be used to make judgements regarding progress when this cohort reach Y6.

9.5. Staffing Update: FR circulated a sheet showing the staffing structure in every classroom from September. Every class is fully staffed including capacity for 1:1. FR explained the colour coding which also showed PPA provision, teacher cover for others and ECT provision. It was noted that supply may be needed for Year 2 and for Year 6 group work. **JL queried the unqualified teacher status.** This means particular TAs, who are required to do no planning, are on a fixed term contract at an unqualified teacher's rate for extra-curricular activities. Particular staff cannot be released due to lack of capacity to provide support for the refugee children next year, and this will need to be reviewed. **JL asked if WBC supported EAL.** The funding from one of the de-delegation pots supports EAL provision and we have specific support for individual children following assessment. There is no direct support available for our refugee families and a bid to WBC to support these families alongside BSE has been successful. SH is working alongside the school to lead on this initiative.

9.6. Attendance: Infants showed the highest persistent absenteeism. The chart showed which absentee was affected by COVID (in yellow), and this analysis explains why the levels are particularly high this academic year. **CP asked if the children who hadn't had COVID had gone on holiday.** Some, and others for family bereavements. The school had met every half term with EWO and have regular meetings with persistent absentee families to talk about their targets. **JL asked if there was any child with specific concerns regarding safeguarding and LAC.** No. There is a system in place to notice when vulnerable children who are not in school, and this is followed up by a Family Support Worker, who may even go and get them from home. However, there is no unexplained absence for any child.

*(JL left 11.15pm)*

9.7. School Development Plan: FR circulated the overall objectives supported by a more detailed operational level for information. The SDP is aligned with the Governors Strategic Objectives. **JK noted the lack of monitoring of the new Leadership structure.** FR explained this is because one AHT is on maternity leave, and is due to return full-time in January, so this would be picked up within the monitoring process.

9.8. Absenteeism: **HB wanted clarification on child absenteeism.** Targets have been written but have yet to be firmed up. Actions will be reviewed at the end of every term. There was a discussion regarding having holidays in term time, and FR hoped this will reduce from September now that families have been able to visit families they had not seen because of COVID. No absence is authorised when children are below 95% attendance.

*(JL returned 11.20am)*

9.9. Fining may need to be introduced, but this should be the governors' decision. **CP was concerned about the new guidance regarding fining families who take their children out of school during term time.** FR said this may no longer be at the Headteacher's discretion. JK said this subject wasn't mentioned at the forums and seminars she had attended recently. FR said if attendance is above 95% she will authorise up to 5 days holiday. If the attendance is under 95% it will be unauthorised. Family holidays are important, especially since COVID. Some families who are supported to have a holiday can only take them during term time. **JL noted the cost of holidays outside of term time is when they are at their highest.** It is cheaper for the family to pay the fine and go within term-time. Local authorities vary in the level of fine charge, some charge weekly, some daily. **CP said since private schools finish early, families can go on holiday when it's cheaper, which is unfair as these can afford a holiday.** FR reminded her staff cannot also have a holiday during term time, so have the same problems. **JK asked for the breakdown on staff absence to be reported in the autumn term as part of monitoring the Governors Strategic Plan.**

9.10. Reports: FR thanked the Governors who had helped her proofread the children's reports. **JK commented that this is another way of governors monitoring what happens in the school and contributes to 'how do we know'.** FR commented there are over 500 which puts pressure on staff at this busy time of year. Teachers do receive an INSET Day purely for report writing. **JL said these provided lots of insight, a bit like a mini deep-dive.** **SH said this should be organised again next year for Governors.** **JK suggested using plain English so the parents could understand it better.** It is a legal requirement for parents to be offered the opportunity to ask questions about their child's report. **HB said if they didn't understand they may not feel able to ask questions.** Yes, it is important to keep away from acronyms. **SH asked about parents of EAL families.** These reports are translated for them.

9.11. Curriculum for Infants: This agenda item was to understand what OfSTED may ask about curriculum progression. JK would like to re-introduce more presentations on specific curriculum areas into next year's programme of business and a presentation on Infant curriculum progression could be part of September's agenda. Usually EK delivers her SEND report in September, Governors have recently had a presentation on Reading and Literacy. Other areas of interest are Maths and PE. JK and AE will create a template for next year's meeting schedule to include these.

	<p><b>ACTION – Presentation of Infant curriculum progression in September agenda</b></p> <p>9.12. FR will provide written report for Governors in September, and this will include a review of the SDP and data outcomes for academic year 2021-2022.</p> <p><b>ACTION – FR to review SDP and data outcomes in next written Headteacher’s Report</b></p>
10.	<p><b>Clerk Business</b></p> <p>10.1. AE requested Governors to tell her when they had training done throughout the year, so she can update her record.</p> <p>10.2. Governors noted the proposed schedule of meeting dates circulated by AE. The Finance dates had already been checked with the School Business Manager. The next FGB meeting will be <b>Thursday 29 September 9.30am at the school.</b></p>
11.	<p><b>Any Other Business</b></p> <p>11.1. None.</p> <p><i>Meeting closed at 11.45am.</i></p>
	<p><b>ACTIONS</b></p>
6.	<p>6.3. AE to formally invite governors to volunteer as Chair from September.</p> <p>6.3. ALL to clarify any changes within Standing Orders.</p> <p>6.6. AE to create a Doodle Poll for the OfSTED refresher meeting in early September.</p> <p>6.11. FR to contact Nick Piper re sub-group for SLA child number predictions.</p>
9.	<p>9.1. FR to send a digital version of her data package to AE for SharePoint.</p> <p>9.11. AE to include presentation of Infant curriculum progression in September agenda.</p> <p>9.12. FR to review SDP and data outcomes in next written Headteacher’s Report.</p>