

# The Calcot Schools

## Minutes of the Full Governing Body Meeting 23.4.

Held on Thursday 27 April 2023 at 9.30am at the school

**Present:**

Julia Kidd (JK) (Joint Chair)  
 Joe Lally (JL) (Joint Chair)  
 Florence Rostron (FR) (Headteacher)  
 Hugh Baxter (HB)  
 Shelly Higgins (SH)  
 Mark Hazelton (MH)  
 Katie Dean (KD)  
 Nicky Bate (NB)  
 Akeelah Shadoobuccus (AS)  
 Miriam Sheikh (MS)

**In Attendance:**

Alice Elliott (AE) (Clerk)

Item	Minutes – Meeting chaired by Joe Lally
<b>1.</b>	<p><b>Apologies for absence and completion of attendance sheet</b></p> <p>1.1. Apologies were received from CP and MG.</p> <p>1.2. JK thanked governors with children attending on a strike day.</p> <p>1.3. JK will write to MG to find out her intentions.</p> <p>1.4. JK and KD were readopted as Co-opted Governors. (KD = proposed by JL and seconded by MH; JK = proposed by SH and seconded by FR). JK is currently going through the application to become an LA Governor.</p>
<b>2.</b>	<p><b>Declarations of conflict of interest</b></p> <p>2.1. MH, SH, MS, AS have children at the school and JL has a daughter working at the school.</p>
<b>3.</b>	<p><b>Matters to be raised under Any Other Business</b></p> <p>3.1. <u>Coronation Event</u></p> <p>3.2. <u>Residential Trips and Costing</u>: The weekend Friday to Monday is much cheaper than during the week, which can be up to £200 per person. Since it is a high ask for staff to continue working without a weekend break, FR will close Year 6 on the following Tuesday. This item should be discussed at the next FGB meeting.</p> <p><b>ACTION – Residential Trips to be added to the next FGB agenda</b></p> <p>3.3. <u>OfSTED</u>: Governors had felt it had been difficult to celebrate such a good report for the Infants school in the light of the suicide of the Headteacher of Caversham Primary School. It is important to let the staff know how pleased Governors are, so a subdued Governors’ newsletter has been written. <b>MH said it was</b></p>

	<p><b>important to eliminate any political references.</b> FR agreed, it should focus on the positives of the school's performance. The main stress has been the waiting, as it had been over a year for the Infants and the Juniors are still waiting. This prevents the school from moving forward with trying new ideas.</p>
4.	<p><b>Minutes of Previous Meeting held on 9 March 2023</b></p> <p>4.1. Governors confirmed these minutes were a correct record; but they were delayed being signed by the Chair until the phrasing of 23.3.7.2. has been corrected by FR.</p> <p><b>ACTION – FR to correct the phrasing of 23.3.7.2. in the previous minutes</b></p>
5.	<p><b>Matters arising from previous minutes (if not an agenda item)</b></p> <p>5.1. <b>JK noted the 50 Safeguarding referrals since Christmas.</b> FR reported there are now 15 children with an EHC plan. <b>KD asked if there was better support from Social Services.</b> FR said she had to keep chasing, as updates are not delivered in a timely manner, staff don't read their paperwork, and telephone calls aren't being taken. This is exasperating when time is of essence. WBC are better than RBC, who only accept cases via a referral form and responses take over a week for cases of immediate concern, taking 45 working days to agree to an assessment with no support or updates during that time. This shows the system is overwhelmed due to an excessive need.</p>
6.	<p><b>FHSP Committee report</b></p> <p>6.1. We focused mostly on the Budget, and the new SBM did a very good job on it in such a short time. Staffing continues to be the main cost. We predicted a £200k surplus, which has been reduced to a marginal surplus as a basis of the Budget going forward. The second year breaks even and the third year has a deficit. <b>HB noted we are still in a better position than most schools nationally. MH said this was due to the quality of management of the school.</b> We have been in a worse place before. Planning for a 3-year forecast gives us a chance to react and make the necessary adjustments. <b>MH noted the Feasibility Study may change the financial situation considerably.</b></p> <p>6.2. FR reported we may recruit more ECTs, as they are full of good ideas and have lots of energy. Should any redundancies be needed, these will have to be the flexible staff such as TAs, but many are needed for children with EHC plans, and other children with SEND. Staffing is currently 80% to 85% of the Budget every year, which just can't be reduced. Next year has a low birth-rate, and some families are deferring their summer-born children, resulting in smaller classes which may not be financially viable. It is a very unsettled time for school finance.</p> <p>6.3. Catering is remaining at the <i>status quo</i>, even with a small deficit. This will be kept under review, as it is important to keep catering in house, so we have more control over the cost of meals.</p> <p>6.4. The SBM will analyse the costs of Out of Hours clubs, with the high staff ratios and the unsustainable 5pm to 6pm hour. <b>MH noted the increased advertising of OOH clubs in the newsletter and on Facebook,</b> with very positive feedback and keen responses from the children.</p> <p>6.5. The Capital Fund is healthy due to stalling because of the Feasibility Study. Governors agreed it should be used for a special, movable breakout unit for SEND provision before the new school build has been completed. The present carry-forward should be increased by match-funding. JL investigated into classroom units which include an office and toilets and are independent from the rest of the school. Unfortunately the cost is very high, so it is unlikely we will be able to get it before the summer holidays.</p> <p>6.6. <b>JL asked if the school is being considered as a SEND resource.</b> FR doesn't want to go down this route, as it would mean WBC sending us children with SEND from other schools and we have enough of our own! We prefer to manage our own children and the additional unit could be used on a flexible basis for many other things.</p>

	<p>6.7. The Sports Grant has been confirmed for a further two years by the Government. The Sports Lead provided a written report on how the funding has been spent and what it is being invested in.</p> <p>6.8. The Main School Budget will be affected by the result of the teachers' pay awards and if we don't receive the full 60 children in Reception in September, which will also affect the following years. FR reported taking on four more families from the new housing development this week.</p> <p>6.9. The Budget was approved by Governors, proposed by KD, and seconded by SH. Thanks were given to the SBM for her hard work.</p>
7.	<p><b>Other Committee reports</b></p> <p>7.1. <u>Personnel</u>: The last meeting mostly spoke about OfSTED, and the recruitment needed which may impact on the staffing structure. This will also have a knock-on effect on staff wellbeing. FR had reported losing 6 staff in the Infants and 6 in the Juniors. Since then, 6 staff have been recruited. Disillusionment in the teaching industry means recruiting is difficult and continues to be an ongoing issue.</p> <p>7.2. The increased Nursery popularity means parents want more 30-hour places, and we are running out of space. We need to find more provision to accommodate children who want to move up the school. The Nursery is completely full, with very large waiting lists for January and April. There may be a need for a third classroom which will result in a staffing implication.</p> <p>7.3. FR needs to rewrite the Behaviour Principles Written Statement in line with the Behaviour Policy.</p> <p><b>ACTION – FR to rewrite Behaviour Principles Written Statement</b></p> <p>7.4. There will be an additional Personnel Committee meeting on Monday 12 June 2023 at 9.30am.</p>
8.	<p><b>Headteacher's report (verbal)</b></p> <p>8.1. Pupil progress meetings have been held last week taken from the recent data drop. Target cards will be sent to parents on Monday.</p> <p>8.2. Working towards Year 1 Phonics and Year 2 Phonics Resits (of which there is a large number) and KS1 SATs for Year 2. Next year KS1 SATs will be abolished, so teachers will have to revert to assessment as the DfE will not share data from the baseline results.</p> <p>8.3. Year 4 will do their Multiplication Check in June. This is an online times-tables test in which each question has only 5 seconds to answer. As the pass mark is 100% (to be deemed at the expected level), this can be very demoralising for any child who is flummoxed by this. This was done last year but the results were not reported.</p> <p>8.4. KS2 SATs for Year 6 is during the week of the Coronation. This is followed by a period of writing assessment, done by the teachers, who will look at the books. Children need to provide evidence of writing at the expected level. The school is likely to be moderated this year in the Juniors.</p> <p>8.5. There will be a Coronation Lunch on the Friday, offering fish and chips and cake. The school will be decorated with bunting, and an artist will visit to encourage the children to create something to remember this day. The afternoon will have activities focusing on British Values. Children can come in wearing something red, white and blue. The King is keen on encouraging volunteering, so we will ask parents for timed pledged opportunities for this. The community is encouraging and does offer support, ie with the floods last month.</p> <p>8.6. Sports and Arts weeks are packed with fun activities and visitors. A climbing wall has been booked. <b>Governors asked what would happen if OfSTED decided to inspect that week.</b> We could carry on as normal, as FR refuses to cancel enrichment events. <b>JK was keen to invite parents to these events.</b> Staff will have to be consulted first to enable parents to be adequately informed with the necessary information. <b>MH said parents will need plenty of warning.</b> This includes the Governors. Governors are also invited to the Coronation Lunch on Friday.</p>

<p>9.</p>	<p><b>Safeguarding update</b></p> <p>9.1. SH will check the Single Central Register and its functionality next week, and will talk to EP about the DBSs which are not up to date. The Child on Child Abuse policy still requires updating by SH and FR. This will be brought to the next FGB meeting.</p> <p><b>ACTION – SH to bring Child on Child Abuse policy to the next FGB meeting</b></p> <p>9.2. <b>JK asked about the incident at lunchtime.</b> This led to lunchtime exclusions. Also the last strike day had five Year 6 children behaving very badly in their Bikeability lesson. The parents were notified to collect them early. NB reported the school didn't want them to pass, but Bikeability did, as they had completed the tasks.</p> <p>9.3. <b>MH asked about the child who had absconded.</b> The child ran away from their parents before they passed through the school gates. They were found and FR spoke to them. <b>MS reported collecting a child who was walking out of school.</b> FR said the parent was very distressed and grateful for the support. After the school day has ended, the children are the parents' responsibility, especially if a member of staff isn't available at the gates. NB has asked parents not to let their children go onto the trim trail on several occasions. Also the slope and wall around the oak tree. Some parents are not supervising their children adequately. FR is concerned about tackling parents as this may cause ill feelings. <b>JL asked about suitable signage.</b> This may make no difference, but it could be useful for insurance reasons. <b>MS suggested putting tape around the dangerous areas.</b> They would still ignore this, and the areas need to be accessible during lunchtimes. <b>SH suggested creating a playground waiver for parents to sign,</b> to enhance the supervision priorities of parents after the school day. FR will speak to Legal about this. Governors approved the idea, as this will make parents more aware. However, some parents continue to mismanage their children. <b>MS noted some EAL parents may need to have this explained to understand about this.</b></p> <p><i>(AS left)</i></p>
<p>10.</p>	<p><b>Pupil Premium update</b></p> <p>10.1. There continues to be a low take-up of PPG in the Infants, about 20%, and 28% in the Juniors. This significantly impacts how much funding comes in. The school continues to include this within the Welcome Packs, and all refugee families are now PPG. Many parents are aware but don't want to apply, but do so when their child goes up to the Juniors. The website explains what happens with PPG funding. FR noted we're good at talking to families about this. <b>MH suggested routinely reminding parents about the benefits of PPG,</b> but many don't see how this directly affects them.</p>
<p>11.</p>	<p><b>Policies</b></p> <p>11.1. This has already been covered in 9.1.</p>
<p>12.</p>	<p><b>Staffing update</b></p> <p>12.1. Wellbeing Days for staff has been discussed at Personnel and Finance Committee meetings.</p>
<p>13.</p>	<p><b>School Development Plan</b></p> <p>13.1. This will be discussed at the next FGB meeting to review what is needed during the holidays. FR will send Governors the paperwork about the Feasibility Study she sent to Neil Robard and Mark Lewis.</p> <p><b>ACTION – FR to send Feasibility Study paperwork to Governors</b></p> <p>13.2. The PAN is set at 60 and September's intake in Reception is only 41, as 3 children have been deferred to the following year. (However, we will continue to take in more children in other year groups throughout the year.) It is important to know what the final numbers will be for September. The deferred</p>

	summer-borns will enter the school into Reception rather than Year 1, so these places will be held as offered. This means next year we can only take 57 into Reception. <b>JK was concerned about the loss of funding for these places.</b> There was a discussion regarding children born in August who can now defer for a whole year.
<b>14.</b>	<b>Any Other Business</b> 14.1. None, it had already been discussed.
	<b>ACTIONS</b>
<b>3.</b>	3.2. Residential Trips to be added to the next FGB agenda.
<b>4.</b>	4.1. <b>FR</b> to correct the phrasing of 23.3.7.2. in the previous minutes.
<b>7.</b>	7.3. <b>FR</b> to rewrite Behaviour Principles Written Statement.
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