

The Calcot Schools

Minutes of the Full Governing Body Meeting 23.5.

Held on Thursday 13 July 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)
 Katie Dean (KD)
 Nicky Bate (NB)
 Akeelah Shadoobuccus (AS)
 Miriam Sheikh (MS)

In Attendance:

Alice Elliott (AE) (Clerk)
 Jenny Burns (JB) (SBM)

Item	Minutes – Meeting chaired by Joe Lally
1.	<p>Apologies for absence and completion of attendance sheet</p> <p>1.1. Apologies were received from CP and MH.</p>
2.	<p>Declarations of conflict of interest</p> <p>2.1. SH, MS and AS have children at the school; JL has a daughter working at the school.</p>
3.	<p>Matters to be raised under Any Other Business</p> <p>3.1. <u>OfSTED</u>: This went well. Safeguarding and Behaviour Management are noted as a real strength. The HMI's feedback didn't tell us anything we didn't already know. Governors expressed their thanks to the staffing team.</p> <p>3.2. <u>Kath Howard</u>: fell ill during Lockdown and passed away on 27 June. JK noted that Kath had been a governor since 2009, she led Curriculum during the period of having an Interim Executive Board and continued to Chair our Curriculum Committee until handing over to CP. She was a huge support to the school and staff and will be greatly missed. FR will read a eulogy at her funeral, and several other governors will also attend.</p> <p>3.3. <u>Subject Access Request</u>: JK reported that this is being dealt with by the WBC legal team and Thomas Ng, our Data Protection Officer. He has contacted the complainant. JK requested that Governors continue to delete any correspondence with the requester. JL thanked JK for taking on this issue.</p>
4.	<p>Minutes of previous meetings held on 9 March 2023 and 27 April 2023</p> <p>4.1. Governors confirmed these minutes were a correct record; they were signed by the Chair.</p>
5.	<p>Matters arising from previous minutes (not agenda items)</p> <p>5.1. – 23.4.4.1. The phrasing of 23.3.7.2. has been amended.</p> <p>5.2. – 23.4.7.3. and 23.4.9.1. these policies have been rewritten and approved.</p>

6. Governor Business

6.1. Governors approved and adopted JK as their Local Authority Governor.

6.2. JK informed that MG has resigned as a governor. The role we had envisaged had resulted in only one report being received, therefore it was mutually agreed that she should step down.

6.3. AE noted HB's term of office will expire before the next FGB meeting. HB confirmed he would like to continue as a Co-opted Governor. KD proposed and JL seconded. Governors approved.

6.4. Governor vacancies: JK reported we now have three Co-opted vacancies, and that the current GB is school heavy. It would be good to recruit Governors from outside. **KD suggested contacting the engineering firm who contributed towards the polytunnel.** FR will contact the company. **SH suggested getting a governor, or even staff, from Little Heath secondary school.** JL knows the Chair of Governors and will ask him. JK agreed it would be good to have a link with a secondary school. FR noted several Year 6 children transfer to Little Heath. **JK added that WBC will be organising an advertising campaign for governor recruitment as it is an issue across the LA. She added that there has been a suggestion that are becoming a governor recruitment could be part of SLT CPD.** We have had applications from Governors for Schools, but none have acknowledged our replies. **JL asked about the volunteers from ABC to Read?** FR will ask them.

ACTION – FR to contact The Ridge and ABC to Read re Governor recruitment

ACTION – JL to contact Chair of Governors at Little Heath re Governor recruitment

6.5. Governor Roles: JK asked Governors to think about taking on the roles of Chairs of the Governing Body and the Committees for September.

6.6. Committee Structure: After discussion Governors agreed our current arrangement works well and agreed to the *status quo*.

6.7. Appointment of HTPM Panel: FR has contacted TK about remaining as our SIP and to set a date. She noted the HMI refused to speak with TK, which was disappointing considering he knows the strengths and weaknesses of the school. Instead he opted to talk to a member of the LA SIP team who has had no connection or knowledge of the school. It was agreed the HTPM panel will comprise of KD, HB, CP & JK.

6.8. GB Self-Assessment: Of the feedback received so far, JK noted that governor Induction is not a strength. JK and KH had tried to work on this before, but had not followed through on it. This is an area for us to work on. FR said she felt well supported by her Chairs and the Governing Body. The HMI had been happy with governor performance and felt they were well invested in the school.

6.9. Feasibility Meeting: There have been no further meetings. FR had contacted Richard Turner to get an invite to the September meeting. She also sent a copy of the Feasibility Study to him, as the recent updates had not been passed on. Governors noted the lack of communication and progress this year. The layout of the building and land has been approved, so this should now be going out to the Project Board for approval in order to move to the next stage of contractors' tenders.

6.10. School Streets: The CCTV cameras will be installed before the start of the autumn term. FR noted how the situation is almost as bad as it was before. NB noted parents had been complaining about the parking. There was a discussion about blue badges, how they can be transferred to different cars, and that car registration plates will need to be whitelisted by WBC. JB noted staff will need to register their car registration numbers before the start of term. **KD asked if this would also affect Governors' cars.** Yes, they will need to be added to the whitelist, so they can park on the street before 9.15am and after 2.30pm. NB accessed and circulated the link for governors to register. **JL also asked about kitchen deliveries.**

6.11. Problem parking had been fed back to WBC. Defying the cameras will result in a £70 fine which cannot be challenged. It is important to find out which people sometimes use other cars to pick up and drop off so this can go onto the whitelist. **MS requested informing parents about this as soon as possible. KD suggested putting posters up before the end of term, as well as advertising this on the website and Facebook.**

<p>7.</p>	<p>Committee Reports</p> <p>7.1. <u>Personnel Committee</u>: There have been two recent meetings. The first was an emergency meeting regarding a holiday request, and as a consequence the Leave of Absence and Sickness Absence Management policies had been reviewed.</p> <p>7.2. The meeting on 12 June looked at staffing changes and recruitment. Governors discussed the transition days for classes, and carried out an in depth analysis on sickness absences. JB has changed the system in order to obtain better data which will allow a focus on trends. The committee also reviewed the Equality Information and Objectives policy. Governors felt the presented document was not informative enough; it was therefore agreed that JB and JK would look at this policy.</p> <p>ACTION – JB & JK to work on the Equality Information and Objectives policy</p> <p>7.3. <u>Finance, Health, Safety & Premises Committee</u>: We are in a strong position relative to other schools, with a reasonably healthy Budget. JB had presented a very comprehensive Benchmarking report, Governors agreed the school is broadly in line and where we aren't we know the reasons for this. The projected intake of children into Reception in September is low, as is with all schools, so there may be an extra class space for the Nursery, as this is full for September. Setting up a second Nursery class will help financially.</p> <p>7.4. Building work, including CCTV installation and maintenance, will be done over the summer holidays.</p> <p>7.5. JK noted that by running our own kitchen we have kept the school meal price the same. FR informed that those schools with external caterers have experienced excessive bills on top of what has already been paid. This had been a clause written into their contracts that schools are responsible for any debts incurred. Governors agreed that we should maintain control of our school kitchen.</p>
<p>8.</p>	<p>Safeguarding Update</p> <p>8.1. FR commented she found SH's updates really helpful. These are now stored in SharePoint. KD highlighted all the training SH had done. HMI said he had learnt more about Safeguarding after speaking to SH.</p> <p>8.2. FR reported 14 strategy meetings this term, plus a huge case load and a lot of MASH.</p> <p>8.3. The Child on Child Abuse policy has been updated and now includes other external resources.</p> <p>8.4. JK noted the Leadership Forum meetings briefly spoke about Safeguarding, but were nowhere nearly as thorough as SH's updates.</p> <p>8.5. WBC suggest the new Behaviour and Safeguarding policy should be placed onto the school's websites even before Governor approval.</p> <p>8.6. There are new slides for training every three years, preferably face to face, and all governors are invited to take part.</p>
<p>9.</p>	<p>PPG Update</p> <p>9.1. JL reported more parents need to be encouraged to apply in order to increase funding to improve provision. The lack of people signing up to trips shows how much hardship our families are experiencing. PPG would be able to support families and provide funding for this. If we had 33% PPG we would be eligible for more money. FR said the paperwork is included in all the new parent packs, but people are too proud to ask for help, as they see it as handouts. JL asked that PPG be a separate agenda covered in the Finance meetings. JB could highlight this more within her Finance Report, to account for all monies throughout the year.</p> <p>ACTION – JB to highlight PPG more within her Finance Report</p> <p>9.2. EK will be presenting about PPG and SEND at the FGB meeting in September.</p>

<p>10.</p>	<p>Headteacher's Written Report</p> <p>10.1. <u>SATs results</u>: These are disappointing, and were lower than the national results. Staff have analysed the papers and the school is appealing as a lot of children were borderline. Reading was down at 64%, Maths down at 66%, SPAG up at 74% and Writing at 69%. The report will be delivered in November. The children will be told tomorrow, before their reports go to the parents, to reassure them the teacher assessment also counts.</p> <p>10.2. <u>KS1 results</u>: These are up from last year, with Phonic screening 10% up. The Year 2 re-sits had 88% passed. KS1 Reading, Writing and Maths results are up.</p> <p>10.3. <u>Year 4 multiplication tests</u>: These were up and higher than the national stats.</p> <p>10.4. <u>Quality of Education</u>: FR captured bullet points on the OfSTED feedback, with the strengths lying with Behaviour and Safeguarding, with good processes in place for disadvantaged children.</p> <p>10.5. <u>New suspension guidance for 2023-24</u>: This is slightly at odds to how the school manages behaviour, but we will continue with our therapeutic procedures. We have had several exclusions this year, including one permanent.</p> <p>10.6. <u>Reviews of RSE policy</u>: This has resulted in more complaints. There hasn't been a review of what to teach to specific year groups and this needs to be delivered before the end of term. The documentation shows which assembly themes are covered, and this was viewed by HMI. These will be reviewed over the summer and updated accordingly.</p> <p>10.7. <u>Arts Week</u>: This was particularly good this year and Carnival was successfully enjoyed by all, especially by some past pupils, who attended as there was a Teachers' Strike Day. They were all reasonably well behaved. It was nice to see extended family groups.</p> <p>10.8. NB noted the school's behaviour isn't perfect, but we deal with it well. HMI was not interested in the numbers, just the processes, and we have always been mindful of these and how other people perceive them, usually as good and well managed. Disappointingly the parental questionnaire for Ofsted resulted in 22 replies out of 283 children. Out of 22 there were 3 negative responses resulting in a high percentage sway. HMI read out some positive responses in his verbal report, governors felt these need to be quoted in other documents. AS suggested parents think that not responding to this questionnaire suggested a positive response.</p> <p>10.9. JK asked about the plans for an extended day for Junior reading activities. This will not happen in the Infants, the Juniors require more time for books to be read to them, particularly for the 10% of children who have no books at home. Parents do not see this as part of their role. However, parents who say their children don't like reading are not connected to the children who say they don't like reading. This is why Junior school will be extended to 3.25pm.</p> <p>10.10. JB asked how this would affect staff contracts. Those on PPA days will take this back on a different day. It may be necessary to be more flexible, and work on a final hours documentation for the TAs. JB asked how this would affect OOH clubs. An extra 15 minutes won't have much impact.</p> <p><i>(AS left)</i></p>
<p>11.</p>	<p>Residential Trips Costs</p> <p>11.1. Historically staff have been giving up their weekend to accompany; this year we introduced a day off in lieu afterwards which was much appreciated.</p> <p>11.2. Comparison prices from PGL for weekdays (2 nights) is £380 compared to a weekend (3 nights) at £220. JL asked if other venues were available. Most are a long way away, and travel by coach is both exhausting and expensive. It is a long way when things go wrong, causing more pressure when children want to go home.</p>

11.3. PGL offer many adventurous activities, such as archery, climbing and vertical challenges, which many of our children wouldn't have the opportunity to experience. The focus is on team building and resilience. Children are picked up every morning and there is evening entertainment. Staff have to be there 24/7, and children are back in their rooms by 9pm.

11.4. FR informed that Liddington is close, well organised and offers different activities. It has ensuite bathrooms, four children per room, and staff rooms are available. The trip is shared with other schools, but these do not mix, mealtimes are staggered, and each school has designated areas.

11.5. It is necessary to book in advance, to give parents the maximum amount of time to pay. However, this is price driven, as eight children didn't go this year and these needed to be looked after at school. **JK asked what the reasons were for these children not going.** Reasons stated were anxiety, medical and having holidays elsewhere.

11.6. NB noted the staff approve of the time off in lieu. They usually have better childcare options at a weekend. It is also necessary for SLT to be present. FR had contacted the Attendance Officer to make sure that this extra day was not counted as absence, and it is marked as a non-school day.

11.7. FR said that this year the children didn't say much about their trip when they got back and very few parents thanked staff.

11.8. The Finance Committee should review the non-parental take up of trips and how support can be offered to families regarding this.

ACTION – Finance Committee to review support for families who can't afford school trips

11.9. JK hoped that governors felt reassured that the school has considered our residential trip arrangements in depth and offer value for money. She thanked NB and FR for their feedback.

12. Governor Visits (including recent reports)

12.1. Reports had been circulated. These are good examples for HMI about what has been happening in the school.

12.2. Our pupil report proof reading exercise had been informative. **JK had read Year 3 and Nursery. She had noticed the amount of EAL in Nursery.** NB commented that this had increased from 11% to 24% this year, well above the average in other schools. We are looking at how to organise teaching as there is a huge amount of extra support needed in class. Many children continue to struggle with language as a barrier to learning. All the refugee families in Calcot Hotel have been given eviction notices, so many will have to leave the school as their new accommodation could be too far away, in spite of many families wishing to stay.

12.3. JL's report covered reading in the Infants, it may be that once the EYFS Action plan is updated we may need to add resources.

12.4. JL's second report covered SEND and support for high-needs children. WBC has no capacity in their Special Needs schools to provide an appropriate education for our many high-level needs children. FR said we have to admit these children regardless of their situation. Financially this is a real issue, as these children require 1:1 support and staff have to be employed to supply this without any extra funding available. Half a year's evidence is required before considering for an EHC plan.

12.5. NB noted high-level children require more paperwork for and from GPs and other officials, which is more difficult for our Inclusion Manager. One parent demanded an Educational Psychiatrist visit for a child who was on track at age related levels. Other parents are demanding dyslexia testing. All this results in time taken away from other children who would otherwise benefit from support. **JL noted we have a duty of care for all children**, but this is disproportionate to the welfare of all children, and he was worried about workload becoming untenable, and taking her away from her SLT role.

12.6. **MS asked if there could be a class designated for SEND children.** This had been looked at and advice sought, but this would not give the same provision to the children who could not manage this

	<p>scenario. Seven children are currently out of the classroom and there are no seven separate spaces with the staff to accompany them. These children have different needs and struggle to regulate. FR reported there are 72 children on the SEND Register at present. These seven children take up all the time so the other 65 children aren't getting the support they need. WBC had nearly 100 applications for SEND schools and were only able to offer 7 places. No other schools are able to meet their needs.</p> <p>12.7. MS said at Southcote School there is a separate classroom for the SEND children. This will depend on their needs and how they can be met. It's not just about autism, etc, these seven children are overwhelmed by other children. We need special sensory spaces for them.</p> <p>12.8 JL requested the Personnel Committee review the workload of the Inclusion Manager, it is immense and has impacts much wider. She has to do her SLT work out of hours to catch up.</p> <p>ACTION - Personnel Committee to review the workload of the Inclusion Manager</p> <p><i>(NB left)</i></p> <p>12.9. JL asked about children taking on a phased entry into school. This cannot be done without parental agreement, but this is in place for two children this year, offering them half days. JL asked if taking SEND children part time could help towards support for others. These have to have a six-week plan which is regularly revised, and provide for missed education at home, otherwise they will get even more behind.</p> <p>12.10. JL asked if it was useful as a Governing Body to voice our concerns to WBC. We are told there are many schools in the same situation, which has trebled this year. WBC's SEND budget has the highest debt.</p> <p><i>(MS left)</i></p>
13.	<p>Policies</p> <p>13.1. <u>Child on Child Abuse</u>: SH has worked hard on revising this policy. Governors approved the revised version.</p> <p>13.2. <u>Behaviour Principles Written Statement</u>: Governors approved the revised version.</p> <p>13.3. <u>Freedom of Information Publication Scheme</u>: This hasn't been updated by WBC since 2012. JK and JB will undertake a review of this and put together adopted guidelines and present to FGB in September.</p> <p>ACTION - JK & JB to review FOI and present to FGB in September</p> <p><i>(NB returns)</i></p>
14.	<p>Clerk Business</p> <p>14.1. <u>Governor Training</u>: JB asked about whether to renew the NGA subscription. HB said he uses their training facilities. It may be worthwhile buying back into WBC for training purposes, for the new Clerk and Governors.</p> <p><i>(NB left)</i></p> <p>14.2. It is worth tracking how the learning link is used and whether it is value for money. JB noted there hadn't been many logins. JB and JK to catch up regarding this, as the NGA invoice has to be paid before August.</p> <p>ACTION – JB and JK to review WBC and NGA training options</p>
15.	<p>Any Other Business</p> <p>15.1. This had already been covered.</p> <p>15.2. This was the last FGB that AE will clerk due to her retirement. She was presented with leaving gifts and a reception was held to thank her for all her hard work and dedication to the school.</p> <p><i>The meeting closed at 12.20pm.</i></p>

	ACTIONS
6.	6.4. FR to contact The Ridge and ABC to Read re Governor recruitment. 6.4. JL to contact Chair of Governors at Little Heath re Governor recruitment.
7.	7.2. JB & JK to work on the Equality Information and Objectives policy.
9.	9.1. JB to highlight PPG more within her Finance Report.
11.	11.8. Finance Committee to review support for families who can't afford school trips.
12.	12.8. Personnel Committee to review the workload of the Inclusion Manager.
13.	13.3. JB & JK to review Freedom of Information policy and present it to FGB in September.
14.	14.2. JB & JK to review WBC and NGA training options.