

The Calcot Schools

Minutes of the Full Governing Body Meeting 24.1

Held on Thursday 28 September 2023 at 9.30am at the school.

Present:

Julia Kidd (JK) (Joint Chair)
 Florence Rostron (FR) (Headteacher)
 Mark Hazelton (MH)
 Katie Dean (KD)
 Nicky Bate (NB)
 Carolyn Purchase (CP)
 Akeelah Shadoobuccus (AS)
 Miriam Sheikh (MS)

In Attendance:

Helen Ayo-Ajayi (HAA) (Clerk)
 Emma Kirkby (EK) (Inclusion Manager)

Item	Minutes – Chaired by Julia Kidd JK welcomed HAA as new Clerk, all governors present introduced themselves and their role.
1.	Apologies for absence and completion of attendance sheet 1.1. Apologies received from Joe Lally & Hugh Baxter. 1.2. Governors expressed their sincere condolences to JL.
2.	Declarations of conflict of interest 2.1. MS and AS have children at the school.
3.	Election of Chair 3.1. JK, and in the absence of JL, confirmed they are both happy to continue as Joint Chairs of Governors. CP proposed and FR second nomination for JK. MH proposed, FR seconded nomination for JL. In the interim until JL feels able to return to Governor duties, KD nominated herself as Vice-Chair, this was seconded by JK and FR.
4.	Items for Any Other Business None.
5.	Minutes of previous meetings held on 13 7 23 5.1. Governors confirmed these minutes were a correct record; they were signed by the Chair.
6.	Matters arising from previous minutes. 6.1 JK expressed thanks on behalf of the Governing Body to Shelly Higgins who resigned her position as Parent Governor over the summer holidays. Arrangements have been made for a Parent Governor election as detailed in her email to Governors on 15 September 2023.

	<p>6.2. JK reported that we have had external interest for a Co-opted Governor role and that she and FR will be arranging a meeting. FR added that she has contacted the Ridge; currently our main contact is on maternity leave, FR will continue to re-contact the Ridge.</p> <p>6.3 JK mentioned that JL has spoken to his contact at Little Health School. Little Health is also having similar problems with recruiting governors. JK stated we currently have four governor vacancies; it would support the work of the Governing Body if we could recruit at least two.</p> <p>6.4. <u>Equality Information & Objectives</u>: JK reported this is a work in progress. The aim is to bring all the Equality Information into one document.</p> <p>6.5. JK reported that she and JB had reviewed the cost of governor subscriptions to external agencies vs. subscribing to West Berks Governor Services. Although the WBC services is expensive, she felt that because we will need support with new governor training and new clerk training, WBC offered value for money in terms of support. The subscription includes access to Governor Hub and The Key, a useful source of governor information, and training. She will circulate detailed information to all governors.</p> <p>6.6. JK reported that there has been no further contact in relation to the complaint and the Subject Access Request.</p>
7.	<p>Governor Business</p> <p>7.1. <u>Committee Structure & Membership</u>: Governors confirmed they were happy with the current committee structure and membership. AS confirmed she will be a member of Finance and support Curriculum, MS will be a member of Curriculum and support Finance.</p> <p>7.2. <u>Changes in Link Governor roles</u>:</p> <p>Outdoor learning Governor: CP. Literacy Governor: MS will take on this role. Safeguarding Governor: JK commented that this is an important statutory role, we need to ensure we have strategic overview of safeguarding and compliance. After discussion AS agreed to take on this role, however is slightly concerned as SH had in depth knowledge of Child Protection. MH stated that this does not need to be as detailed, Safeguarding was a specialist interest for SH. FR stated that AS needs to monitor to ensure school compliance with policies; JK confirmed there are handover notes for AS to refer to. JK recommended that AS joins the online safeguarding network. MS asked if the role can be shared, JK stated its best if one person takes the lead. After discussion it was agreed that if, after time, AS does not enjoy it then MS is happy to step in.</p> <p>7.3. <u>Governing Body Self-Evaluation and Review of Chairs' Performance</u>: Governors discussed the identified areas for improvement. It was agreed that once we know that two new governors will be joining the Governing Body, we will convene a working party to discuss what could be included to improve governor induction. There was quite a discussion about how to raise the profile of governors to encourage potential recruits.</p> <p>ACTION: Working Party in Spring Term to review Governor Induction processes.</p> <p>7.4. <u>Governor Skills and are we using these effectively</u>. JK informed that this was a comment on the feedback. Governors discussed the areas each governor is involved in and/or leads in, i.e. AS's suitability for Safeguarding Governor relates to her experience in Compliance and Audit. FR supported JK's view that we do use these effectively and stated that the school has a strong governing body which are invested in the school. KD mentioned succession planning, preparing future governor leadership. FR agreed but stipulated it will be challenging to plan succession due to issues in governor recruitment.</p> <p>7.5. <u>Register of Business Interests & Code of Conduct</u>: Governors were reminded of compliance to the Code of Conduct and the annual requirement to declare Business Interests. After discussion it was agreed that rather than 'paper chase' with forms, all governors will email the Clerk to confirm</p>

	<p>they have read the Code and declare any Business Interests and she will prepare a register.</p> <p>ACTION: All governors to email HAA</p> <p>7.6. <u>Feasibility Study</u>: There have been no further meetings. FR had not been invited to a members' meeting within West Berks when the surplus land was being discussed in September. FR contacted Richard Turner to request an invitation and also to send him a copy of the Feasibility Study, as he had not been informed of recent updates. Governors expressed disappointment in 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 formal approval in order to move to the next stage of contract tenders.</p> <p>7.7. <u>School Streets</u>: FR reported that it is currently proving challenging with parents blocking school gates and blocking residents' drives. ANPR cameras are yet to be installed. NB reminded governors and clerk to register their car number plates. NB to circulate link to HAA. NB highlighted the importance of informing parents where they can park, if they breach the parking rules, they are likely to be fined.</p>
8.	<p>Safeguarding</p> <p>8.1. <u>Child Protection Policy</u>: JK highlighted that the name of the Safeguarding Governor can now be detailed in the policy. With no further questions the policy was approved. It will be placed on the school's website.</p> <p>8.2. <u>Appointment of Safeguarding Governor</u> - already minuted.</p>
9.	<p>Headteacher's Report (verbal)</p> <p>9.1. <u>OFSTED</u>: FR informed that the report had now been issued and circulated. Ofsted gave positive feedback to the school with the minimal actions identified for the school to carry out. These will be incorporated into the School Development Plan. It was agreed FR and JK will prepare a press release to celebrate the Good Ofsted ratings. Governors thanked all the staff for their hard work. It was felt that the school can now move forward with ideas to enhance the curriculum offering.</p> <p>9.2. <u>Pupil numbers</u>: CJ = 272, CI 276. Reception intake is down across the LA this year, we have 42 in Reception which will affect the budget moving forward. Refugee chdn have not yet been able to move on as housing is not ready. It is likely they will be with us for the October census.</p> <p>9.3. <u>Staffing</u>: The school is fully staffed and now have ECT's in place. There was a sickness bug which affected year 5/6 staff and over 30 pupils who had to be sent home. Year 5 learnt remotely for 2 days to try and reduce the impact of this sickness bug. JB- Deep cleaning took place whilst the year group was out. Absence has increased due to some cases of COVID; there are now no rules around COVID sick leave and the advice is not to come in if you have a temperature but you should return to work if you feel well enough to do so.</p> <p>9.4. <u>SATs</u>: KS2 SATs results were lower than expected with many borderline children not achieving SS 100; only one SATs challenge for the reading paper was upheld.</p> <p>9.5. <u>Parents Feedback</u>: Disappointing response this year, 202 (2022) vs 121 (2023). There were only 22 responses to the Ofsted questionnaire. Some of the themes reviewed were how the school deals with issues, 78% agreed that the school deals with concerns/issues appropriately and promptly. Another theme was about recommending the school to other families, and it is disappointing that 5 families would not recommend the school. NB suggested if there is any way of FR speaking to those families to find out why they would not recommend the school. This exercise could be a means of showing due diligence. KD - this will further inform those parents that we are analysing the data and would very much would like to know how we could improve. AS suggested</p>

that rather than having the yearly parent survey, to have regular feedback during the year, this could be at parents' evening/term. Maybe a governor could support with feedback from the parents. JK stated we do already do this.

Parent responses 2023	WHOLE SCHOOL (121 responses)					
	SA/A	D/SD	DN			
My child is happy at this school	117	96.7%	3	2.5%	1	0.8%
My child feels safe at this school	117	96.7%	1	0.8%	3	2.5%
The school makes sure its pupils are well behaved	110	90.9%	3	2.5%	8	6.6%
My child has been bullied and the school dealt with the bullying quickly and effectively	26	92.5%	3	2.5%	6	5.0%
The school makes me aware of what my child will be learning during the year.	121	100.0%	0	0.0%	0	0.0%
When I have raised concerns with the school they have been dealt with properly	95	78.5%	11	9.1%	15	12.4%
My child has SEND, and the school gives them the support they need to succeed.	16	94.1%	1	5.9%		
This school has high expectations for my child.	104	86.0%	11	9.1%	6	5.0%
My child does well at this school.	114	94.2%	0	0.0%	7	5.8%
The school lets me know how my child is doing.	118	97.5%	3	2.5%	0	0.0%
There is a good range of subjects available to my child at this school.	117	96.7%	1	0.8%	3	2.5%
My child can take part in clubs and activities at this school.	102	84.3%	8	6.6%	11	9.1%
The school supports my child's wider personal development.	102	84.3%	7	5.8%	12	9.9%
		YES	NO			
I would recommend this school to another parent.	116	95.9%	5	4.1%		

9.6. Clubs & Activities: FR- More clubs and activities have been added during lunch times for the pupils. We are working in partnership with Tilehurst football for girls, and Football coach for the boys. This is opening more opportunities for the school.

9.7. Staff well-being: At the end of the summer term all staff felt quite exhausted due to staff illness and preparation for OFSTED. KD commented that now Ofsted has happened, the pressure on staff has been lifted. It has been a positive start to the term, all staff attended INSET day. More adjustments to support staff well-being have been made, such as reviewing processes for staff

	<p>recruitment, timing of staff meetings and ensuring all staff go home by 17.45 - 18.00 latest. FR is supporting and encouraging this, at times staff may have to stay late due to PTA meetings or parents evening, JK suggested that meeting times are moved around during the year.</p>
<p>10.</p>	<p>Annual Presentation on SEND and use of PPG budget - Inclusion Manager</p> <p>10.1. SEND: An increase of 6.2% in CI (and rising) 16.2% in CJ.</p> <p>10.2. EHCPs: CI = 5 (significant needs), CJ = 6. School is participating in the new Breaking Barriers project aimed at putting in early intervention rather than issuing EHCPs.</p> <p>10.3. PPG also increased overall to 26.7% Tutoring is being funded at 50% of actual cost. We have 4 staff who are trained tutors.</p> <p>10.4. <u>Emotional Based School Avoidance-</u> (EBSA) This affects mainly Juniors and had started just before COVID. There is an increase in emotional behaviours which has led to pupils not attending school regularly. Predominantly ASD chdn, we continue to look at how to improve support so attendance of these pupils can improve.</p> <p>10.5. <u>Holiday during term time requests:</u> These are increasing, we have had 10 requests already this term. Families are either travelling a few days before term ends, missing a few days of the beginning of the term, with a few travelling during term. LA authority seem to want schools to fine parents. KD believed that more parents will be taking their children out of School due to travel agents/companies increasing flights and accommodation prices. The advice currently is not to approve requests if pupils' attendance is below 95%. MH suggested that parents who frequently request holidays during term time should be fined. MS felt that whether FR fines the parents or not they will still go. CP disagreed with fining, because some families may not be able to afford to go on holiday during the allocated holiday time.</p> <p>10.6. <u>SEND & ASD:</u> ASD by far the largest group, 17 pupils in the juniors have been officially diagnosed, 5 in the infant's and 16 on the pathway not yet diagnosed, diagnoses take a long time. Managing ASD is embedded within the school.</p> <p>10.7. <u>Therapeutic sessions:</u> We put in a significant amount of therapeutic support for children across the school. We have a new Education Psychologist this year. Currently have x2 ELSAs and 1 in training with a worker to support Y6 counselling. We also buy into the EHA for play therapy and work with the EBSA team to support children who are school refusers. We will be operating two nurture rooms this year as well as a reflection room for children during the lunchtime period. EK emphasised the school is accessing all the services it can to support chdn.</p> <p>10.8. A review of our 3-yr PPG plan is being written and will be available and uploaded to the school website in December.</p> <p>10.9. Governors thanked EK for her informative presentation. EK will be happy to circulate her presentation to governors if required.</p>
<p>11.</p>	<p>Policies</p> <p>11.1. Nursery admissions - No change, approved.</p> <p>11.2. Standing Orders - No change, approved.</p> <p>11.3. Scheme of delegation- JB has reviewed and reformatted this in line with current NGA recommended template. Essentially no changes to responsibilities. Approved.</p> <p>11.4. <u>Sustainability:</u> JK questioned whether we actually want a policy on this or whether we should be mindful of it. MH commented that we are looking into how to reduce cost in the environment, this involves looking at recycling, and emissions on site. Delivery on a new school building (Feasibility study) will help. FR mentioned that staff are unhappy with some of the trees being removed,</p>

	<p>however the Forest School is remaining.</p> <p>11.5. KD questioned about RAAC being in the public domain, is there going to be any funding from the government. FR thinks that 9 schools are going to be checked out using an intrusive study, currently no school in West-Berkshire has been identified as containing RAAC, the issue is generally around the Essex / Kent area.</p>
12.	<p>Any Other Business</p> <p>12.1. MH mentioned about updating the school calendar on outlook to reflect all the meeting dates. JK will do this with HAA supporting and then HAA ongoing.</p> <p>12.2. JK discussed about Governor training to review the level of buy back with West Berks. MH reports that the training provided by GovernorHub is very useful. JK also mentioned that there is National College training too. CP said she had struggled to access training, JK suggested the school office staff can help. MH asked if JK can circulate training that is available for governors.</p> <p>12.3. JK reminded/confirmed committee meeting times. Curriculum 09:30-11:30am, Finance 13:00-15:00pm, Personnel 10:00-12:00pm & FGB 09:30-11:30am.</p>
	<p>ACTIONS</p>
6.	<p>6.2. FR to follow- up the Ridge and ABC to Read re Governor recruitment.</p> <p>6.3. JK arrange a meeting with potential Co-opted Governor</p> <p>6.4. JK & JB to prepare Equality Policy & Objectives</p>
7.	<p>7.3. Working party on how we can improve governor induction to be convened once new governors in place.</p> <p>7.5. All governors to email HAA re compliance with Governor Code of Conduct and Register of Business Interests</p>
9.	<p>9.1. FR & JK to prepare a press release regarding OFSTED</p>
12.	<p>12.2. JK to circulate Governor hub training to Governors.</p>