



The Calcot Schools

Full Governing Body Meeting

Thursday, 25th April 2024, 9.30am at school.

Minutes

Present:	Nicky Bate (NB), Staff Governor; Hugh Baxter (HB), Coopted Governor (Finance Chair, Numeracy); Mark Hazelton (MH), Coopted Governor (Health & Safety); Julia Kidd (JK), LA Governor (Co-Chair, Early Years); Joe Lally (JL), Coopted Governor (Co-Chair, SEND, PPG, Welfare); Florence Rostron (FR), Headteacher; Akeelah Shadoobuccus (AS), Parent Governor (Safeguarding); Clive Taylor (CT), Coopted Governor.
In attendance:	Lloyd Mason-Boardman (LMB), (Clerk) Jenny Burns (JB), (School Business Manager)
Apologies:	Katie Dean (KD), Coopted Governor (Personnel Chair). Carolyn Purchase (CP), Coopted Governor (Curriculum Chair, Science, Outdoor Learning). Miriam Sheikh (MS), Coopted Governor (Literacy).
Non-attendance:	Nabila Azam (NA), Parent Governor.

JL Chaired the meeting.

	Agenda Item	Who?	By When?
1	Apologies for absence and welcome: <ul style="list-style-type: none"> • Apologies: Carolyn Purchase, Katie Dean. • Welcome: Lloyd (new Clerk). Lloyd to send out background info about himself. 	JK LMB	 ASAP
2	Declarations of conflict of interest: <p>2.1. LMB – Clerk at Pangbourne Primary and Co-opted Governor at Whitegrove Primary School – Bracknell Forest.</p> <p>2.2. JL – daughter works in the school.</p> <p>2.3. AS - children attend the school.</p>	JK	
3	Matters to be raised under Any Other Business* <p>3.1. Feasibility Study. MH suggested it should be a standing item on every agenda until a satisfactory response is gleaned from the necessary people. All present agreed.</p> <p>3.2. LMB (Clerk) to follow up the lack of response(s) re the feasibility study.</p>	Clerk Clerk	All FGB agendas. ASAP
4	Minutes of Previous Meeting held on 21 March 2024: <p>4.1. CT – apologised for an action that hasn't happened. This was to meet FR re contacting WBC. Will set date at end of meeting</p> <p>4.2. Letter sent to Council by JL and JK – see below.</p>	CT and FR.	25.04.24
5	Matters arising from previous minutes (if not an agenda item) <p>5.1. JK and JL sent a letter to the Chair of WB Council, Anne-Marie Dodds, Laura Farris Local MP and Mark Lewis re the lack of communication on the progress of the feasibility study. As of today we have had no response or acknowledgement from any of the recipients. This letter was sent on the 18th April 2024. It was agreed that the Clerk will chase up and after</p>	Clerk JK	ASAP ASAP

	discussion it was agreed that JK will forward a copy to Alok Sharma, the MP for the Calcot area.		
6	<p>Safeguarding Update by AS:</p> <p>6.1. AS (Safeguarding Governor) has been into school to meet with Emmaleen P – regarding the Single Central Record (SCR). AS sent her observations to JL and JK and to the Clerk. In Dec 2023 we had 78 staff all with up to date DBS and details we now have 87 staff all up-to-date. Moreover, all staff are on a rota for their DBS renewal and this is working well.</p> <p>6.2. AS also talked about who else has a DBS registered with the school, eg volunteers, those with 0 hrs contracts.</p> <p>6.3. Emmaleen also oversees Safeguarding (SG) training for the whole staff by keeping a log and record of events and dates. Most of our online training is via The National College. However, they do not send reminders of when training needs renewing etc so she has to do this manually.</p> <p>6.4. Currently all staff and Governors are being asked to undertake Cyber Security training. From now on FR will incorporate this into her annual CP/SG training too . All Governors to complete please.</p> <p>6.5. EP to liaise with LMB (Clerk) re keeping a record of CPD for the GB. EP to now keep all Govs SG training on her database and notify FGB when needed. Clerk to record all other training by Govs.</p> <p>6.6. DSL training – FR attended and is waiting for certificate to arrive.</p> <p>6.7. NB – completed her 1 year DSL training – she will do the 3 year one next academic year.</p> <p>6.8. Safer recruitment. A reminder that at least one person on every selection/recruitment panel needs to have this. FR has it and JL has it too, so always at least one person on a panel.</p> <p>6.9. AI training – FR attended some at Heads Conference and whole school staff having it either on 25/4/24 and next week.</p> <p>6.10. AS discussed with Emma Kirkby the safeguarding culture in the school and asked questions such as, how staff stay up to date? How are CP incidents recorded and how monitored? How IT is filtered and monitored? AS talked about how this is done in school, in depth.</p> <p>6.11. MH – school have done well in raising awareness re dangers of social media although there are still issues in the school on a regular basis. FR - in all meetings SG is on every school agenda, inc Govs. There are SG boards up around the school for staff and pupils and weekly SG updates sent to all staff. The culture is positive as staff are proactive in raising concerns and seeking access to DSLs. Children are also made aware of who DSL leads are.</p> <p>6.12. AS: KCSIE. There is a questionnaire sent out to all staff after reading it. This is done online and Governors will now be included in this, moving forward. We will look for trends and issues to work on.</p> <p>Thanks were expressed from the FGB to AS for such a thorough monitor and feedback.</p>	<p>All Govs</p> <p>LMB to liaise with EP</p>	<p>ASAP</p>
7	<p>Headteacher Report - (Written – see attached documentation)</p> <p>7.1. Conduct and Behaviour – the data for this is on the front page of the report.</p> <p>7.2. There have been and remain lots of issues raised to CAAS team but many are referred back to school to deal with as they do not meet their thresholds. The numbers of these are rising as can be seen by the children on MFPs (My Family Plans) which are led by the school.</p> <p>7.3. FR does the bulk of the work with the families who are on Child Protection Plans and Child In Need Plans, but is also now more involved with the My Family Plans as the level of need and concerns are higher. FR is worried that because many concerns do not meet the thresholds set by CAAS team that colleagues may stop referring as they see nothing being done externally. However, staff continue to raise concerns and the school continue to refer so there is a record and the data is there for all to see re referrals.</p> <p>7.4. There are SG issues regularly most weeks. FR is worried that many families fall between Reading and WBC – but the culture of working together between authorities to help the children is not there. FR has emailed managers of SG teams at Reading and West Berkshire</p>		

	<p>several times re several cases over the last year. However, there has been poor response particularly from Reading where despite conversations they have not followed through.</p> <p>7.5. All these SG issues takes time, every day. (118 referrals to DSL from Sept 23 – April 24)</p> <p>7.6. School are looking into starting their own foodbank.</p> <p>7.7. Assemblies recently have focused on conflict resolution.</p> <p>7.8. Challenge: MH – we usually receive very good compliments from secondary schools re our past pupils and from visitors but this data looks worrying. Why? FR – we log absolutely everything and a lot of this is from Nursery, FS2 and KS1 – by KS2 they start to improve and get better – all things being equal, e.g. attendance, family support, etc. Moreover, by then, some of our most challenging pupils have moved to specialist settings.</p> <p>7.9. Challenge: MH – it would be useful to have a little more information on this data, i.e. to see where it occurs, e.g. which yr group etc.</p> <p>7.10. FR – shares all this anonymised info with children in assemblies and lots of provision put in place e.g. nurture and structured lunchtimes, so that children can succeed.</p> <p>7.11. Challenge: JL – how happy are children within the school? FR – Children are very critical of themselves and their own and peers’ behaviour! Often seen in the end of year questionnaire. We give a yearly questionnaire and they say behaviour is not that good. However, they may be remembering the one thing that happened to them or the behaviour of a particular child. We do have concerns about key groups but we know who they are and we monitor and manage them carefully and put in additional support, liaising with other agencies when appropriate.</p> <ul style="list-style-type: none"> • Data on Pupil Progress <p>7.12. Highlights: most children are making progress but key groups are finding it hard to close gaps, esp SEND group. This has been partially addressed through specialist provision, including KS2 writing group intervention.</p> <p>7.13. PPG being monitored but not all cohorts eg. Y5 doing very well. Girls are doing better than boys in Literacy and vice versa in Maths. However, steps to improve writing are starting to work – see CDs presentation below.</p> <p>7.14. Phonics. Our target of 77% has already been met and we are now looking at between 80-85% based on our most recent data. Since buying the new Phonics scheme it has had a good impact and is paying off, with over 10% gain over the academic year.</p>		
8	<p>AHT Charlotte Dent’s presentation about Writing</p> <p><i>CD joined the meeting at 10.20am.</i></p> <p><i>NB joined the meeting at 10.26am</i></p> <p><i>AS left at 10.32am</i></p> <p>8.1. CD to send presentation to Clerk for inclusion on Sharepoint.</p> <p>8.2. CD talked about the due diligence that her and FR had carried out to look at writing schemes. Jane Constantine was the favourite but when seen in other schools they felt it was not appropriate for Calcot. No provision for more able and/or SEND children.</p> <p>8.3. They then called in a new advisory Literacy teacher for WBC – Emily Daly- she advised Calcot to keep what the school have and enhance it.</p> <p>8.4. New long term plans have been drawn up for teaching writing, devised as a whole school effort.</p> <p>8.5. Challenge. JL: What’s the impact on the older children – are they ‘getting’ this? CD: There is an increase in challenge and independence in upper school, but with a bit more scaffolding to begin with to get used to it. The impact is hard to measure at the moment as only just brought in. CD’s Writing Group – thrived from having the editing codes as it’s clear how to improve their work. Children talking positively about them and know what to do next to make writing better. These children are much more positive about writing overall.</p> <p>8.6. JL: Challenge: How much of a challenge has it been for teachers of Y3, 4 5 and 6? NB – The change of marking policy has meant that it is more efficient when marking so the workload has been reduced whilst improving standards.</p>	CD – FR to prompt.	ASAP

	<p>8.7. MH – It is good to see the issue of spelling being addressed in the LTPs. When taking part in book looks in the past some words were consistently spelt incorrectly, consistently. NB: Yes but we have to take care as it can stunt creativity – esp in dyslexic etc. CD – we don't want to put off creative language.</p> <p>8.8. CD – The impact so far is pleasing – esp in Y2.</p> <p>8.9 Challenge: HB – how many pieces are marked like this? CD – x2 per week plus the end of unit (big write) and editing now forms part of the process.</p> <p>8.10 Challenge MH: Are you building a library for each year group for the texts? NB: the year groups are doing that as we go. CD: Googledrive helps to share and store resources too.</p> <p>CD talked about the targeted Writing group (see attached for demographic) – 17/22 made 2 steps of progress since they joined the group. Positive impact on data and monitoring across school. Moreover, a positive impact on independence and confidence for difficult group.</p> <p>8.11 Support JL: so a combination of things – good teaching, targeted teaching, small group. CD: having to do exactly what she is asking the Teachers to do improves her accountability. The teachers come and observe so she can model.</p> <p>8.12 Challenge MH: What is the EAL demographic and does this have an impact? CD – we have various languages spoken. Phonics is the best thing for these children and all the things you would be doing with Reception, Y1 etc. But the practise and repetition do help them a lot.</p> <p>8.13. Challenge HB: Next years reduced funding - will that impact on this in any way? FR: Jenny (SBM) and I are looking at a new staffing structure so we can carry on with the things that we feel are important for the children and have impact on standards. We are obviously reliant on money and good recruitment etc because quality of supply teachers is not good enough.</p> <p>8.14. CD: we also have a new handwriting scheme – x 3 sessions per week with high expectation. Impact – only since autumn term however when looking at books pupils and Teachers' handwriting is improving!</p> <p>8.15. CD: There is also good progress in phonics – looking at 88.4% on track as of April.</p> <p>8.16 FR – some of us delivered Phonics info to parents/carers at the start of the KS1 Play in December! FGB thanked CD for her work and presentation.</p>		
9	<p>Finance Health, Safety and Premises Committee Report:</p> <p>9.1. Support MH – MH met with the SBM on 18th April, he feels that there is lots of good management of H&S happening and improvements being made in school. MH to meet with FR/NB re risk assessments.</p> <p>9.2. Main School Budget (see attached documentation for in-depth info): HB – the 3-yr overview shows a balanced budget for 24/25/26 but by 3rd year we will fall into deficit. Many schools are already in a deficit budget. Concerned re amount of cuts to make this work – cuts to TA hours, changes to TA roles and increased workload and responsibility for the SLT. re workload and taking on more and more responsibility. Meaningless looking at beyond next year as it always changes.</p> <p>9.3. FR: Sept intake we now have a waiting list – this is positive and 62 (x2 EHCP) for Reception and number of nursery families who forgot to apply - posing difficulties for some of the families. Financially viable if over 70 in Reception and FR worried that they won't send them to school if they can't come here. Especially if they have older siblings – they may take the older ones out of school.</p> <p>9.4. HB – if end up with 10-12 children on waiting list – can we admit?</p> <p>9.5. FR: No. LA is admissions authority and are actively redirecting pupils to other, shrinking schools.</p>		

	<p>JB – highlighted financial reports on Sharepoint for detailed information, the SLT has worked hard to set a realistic and balanced budget.</p> <p>9.6. Service Level Agreements (SLAs): JK – Human Resources – this is a significantly high cost for a very poor service. FR – we need to give lots of notice to opt out of this for next year. Very poor service noted by all the FGB.</p> <p>9.7. Out of Hours Budget Slight deficit for this yr. Staffing has been tweaked moving forward. SLT now there from 5.15 – 6pm to save money. MH commented: another job SLT have to do.</p> <p>9.8. Kitchen Budget: This is held separately. Last year we had a slight deficit due to increasing food costs. The menu has been reviewed and analysed to save money and costs. This is likely to still be in deficit, going forward.</p> <p>9.9. Capital Fund Budget A change slightly because of the dining tables in the junior hall not arriving on time so this has been moved into this year’s budget. We now have a pot of money in there to spend on what we have/need to spend it on, capital wise.</p> <p>9.10. Sports Grant Budget This has been confirmed by the Government for this coming year – 2024-25.</p> <p>9.11. Challenge: JL: are we looking at ways of making the whole school site more efficient? MH: there are tiny things we can ‘knock bits off’ – maybe using capital fund to implement this, e.g. solar panels and renewable energy but we need the outcome of the feasibility study, otherwise wasting time and money.</p> <p>9.12. The FGB formally agreed the budget. Proposed: JK Seconded: MH Unanimous show of hands to accept.</p> <p>9.13. FGB noted the high quality of work JB produces for the FGB and thanked her for her hard work and accuracy.</p>		
10	<p>Governors’ Training Day: 10.1. JK commented that the proposals for this were primarily aimed to support our newer governors (how we can improve governor induction and broad overview finance training) but they are not in attendance to give their input It was therefore agreed to postpone proposals until we are in a position to discuss as a full FGB.</p>	LMB agenda item for next FGB	
11	<p>Any Other Business None</p>		
12	<p>Date of next meeting and agenda suggestions: 12.1. July 9th @ 09.30am (please note this is a change from the original date). Agenda: Feasibility Study (standing item until necessary) Governor Training/Visioning Day – JL & JK</p>		

