



The Calcot Schools

Full Governing Body Meeting

Thursday, 11th July 2024, 9.30am at school.
Minutes

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

JK Chaired the meeting.

	Agenda Item	Who?	By When?
1	Apologies for absence and welcome: • See above for apologies.		
2	Declarations of conflict of interest: 2.1. LMB – Clerk at Pangbourne Primary and Associate Governor at Whitegrove Primary School – Bracknell Forest. 2.3. AS and MS - children attend the school.		
3	Matters to be raised under Any Other Business* 3.1. Governors away day to enhance our induction of new Governors and to share good practice. This was an action from last year's Governance Review, the intention is that we discuss how we can improve our induction procedures and to have an overview of how a school is financed. Organising a Governors day will be an agenda item for the first full GB in September when it is hoped all governors will be present.	LMB	Agenda item for Sept
4	Minutes of Previous Meeting held on 21 March 2024: 4.1. Proposed by: FR, seconded by: NB A copy of the minutes will be electronically signed by JK (Co-Chair) and stored on Sharepoint as a PDF and LMB's laptop – password protected. 4.2. Issues with the minutes: None		
5	Matters arising from previous minutes (if not an agenda item) 5.1. All present as items on the agenda.		
	<i>An agenda order variation was agreed to accommodate AS need to leave the meeting early.</i>		
6	Safeguarding Update by AS: 6.1. Akeelah met with Emmaleen Philips who is responsible for the updating of the Single Central Record (SCR). There is now a new system in place which will flag up when DBS checks are due. However, at the moment DBS checks are on pause until the new system is		

<p>embedded; the next cohort of DBS checks will be processed in December. This is not including new starters who will be checked before they commence working in the school.</p> <p>DBS renewals are required for two governors - MH and HB</p> <ul style="list-style-type: none"> - EP has spoken with LMB re Clerk keeping a record of Gov training. All Govs to notify LMB of any training – formal or informal, they attend. - Govs were invited to the refresher Safeguarding/CP training on 3rd September. It will start – at 10.20am prompt and will last for one hour. LMB to remind all Govs of this via a Calendar invite. - Recent training on stress awareness has taken place and a hotline number is now up in the staffroom (via Education Support Service bought into for all school staff) and further resources by the NCS (National College). Anon data will be provided by the company to school re take up. 	<p>MH & HB All Govs</p> <p>All Govs LMB</p>	<p>ASAP</p> <p>As and when. 3/9/24 @10.20am</p> <p>13.07.24</p>
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7	<p>Headteacher Report - Verbal</p> <ul style="list-style-type: none"> 7.1. Data on Pupil Progress: <p>7.1.1. FR handed out the Data Headlines sheet (see attached in Sharepoint) for 2024 and talked through the data.</p> <p>JK: Challenge: 4 children heading into Y3 who have not passed Y1 phonics. What support will they receive to do so? FR: Phonics will carry on into Y3 and those children will continue to be targeted.</p> <p>CP Question: EYFS - What are the other schools seeing with regards to their outcomes and are we in line? FR: Most (local) are down from last year, but the national figures are not out yet.</p> <p>7.1.2. Maths KS2 outcomes: Governors and school staff present for the test all agreed that the questions on the papers were very challenging – more on a par with foundation GCSE. JK: encouraged Gobs to take part in future and be readers in the tests, if support is needed, as it gives a good picture of the standard and what is needed in regard to teaching and learning. JK added that the challenging nature of such papers can be demoralising for children with SEND.</p> <ul style="list-style-type: none"> 7.2. Attendance: <p>7.2.1. The Summer term:</p> <p>Infants: 4.7% authorised and 2.3% Unauthorised. Overall attendance = 93%</p> <p>Juniors: 2.9%. authorised and 3.2% unauthorised. Overall attendance = 93.9%</p> <p>7.2.2. FR told the meeting about the movement of the LA away from helping with attendance and becoming purely a prosecution service. The school will no longer receive regular support from Education Welfare Officers. FR read through the poster/flyer from the LA attendance service. FR to forward to LMB to forward to all Gobs.</p> <p>JK Question: Will we have to look at our Attendance Policy in light of the change of direction from the LA? FR: Yes, it will need amending. However, the new policy was written following the new guidelines issued by the DFE. We will wait for the model policy from the LA then we will work from this and tweak if Gobs feel necessary.</p> <ul style="list-style-type: none"> 7.3. Staffing update: <p>7.3.1. FR told the meeting that the school was in theory fully staffed for a September start. However, in the last two days she has been told that two TAs will be leaving this summer.</p> <p>7.3.2. JK Challenge: How are we going to manage the high number of children coming into Reception who are not toilet trained?</p> <p>FR: x2 staff in there to support this. FR has made contact with the nursing team to come and help families in this area too and hopefully support them over summer with toilet training.</p> <ul style="list-style-type: none"> 7.4. Staff wellbeing <p>7.4.1. Training on the new service provided by Education Broker took place at a whole school staff meeting a few weeks ago and it seemed very well received.</p> <ul style="list-style-type: none"> 7.5. School Development Plan: <p>7.5.1. The SLT met last week to review and re-write the one year SDP. FR talked through the plan and the priorities – see attached in Sharepoint.</p> <p>7.5.2. Priority 2 - Behaviour and Attitudes are high priorities: there are 30 Junior children and 8 Infants who are all below national average when it comes to attendance levels and persistent absence.</p> <p style="text-align: center;">AS left the meeting at 10.34am</p> <p>7.5.3. Priority 4 L&M - FR suggested that one of the priorities was for SLT to have protected time for SLT matters and to drive the school forward as at the moment their workloads are very high due to several factors, one being interrupted all the time whenever there is a high needs behaviour incident in school and a member of SLT is needed. FR talked about</p>	FR	ASAP
		Personnel Cte / LMB FR to forward to LMB for uploading to Sharepoint	Gov mtg annual planner

	<p>working off-site on a planned rota for SLT. Governors agreed this may be needed. For September, FR has tried to ensure all SLT are out of class on a Monday.</p> <p>7.5.4. JK – The headline priorities on the SDP will be considered alongside the Governors overall strategic plan at the first FGB in Sept to see where Govs can support.</p>	LMB	Agenda item for Sept
8	<p>New Build Update</p> <p>8.1. JK - Communication was received from Ann-Marie Dodds (AMD) at the end of May, the project remains a priority in the LA ten-year programme. AMD mentioned that It is likely to begin in July/August this year but to date there has been no further communication.</p> <p>8.2. FR: Neil Obbard (Project Delivery Team) met JK and FR. He went through the urgent capital work list which has been on hold because of the possible new build. A number of surveys are needed that could happen sooner rather than waiting for the new build. Playground works and a disabled toilet needed are a priority. JB then met with him and the list was shortened but no further communication since. Over the autumn term the LA will be looking to appoint a project director to drive this proposal forward.</p>		ASAP

	<p>8.3. KD Question: Are they (LA) still wanting to sell some of the land off? FR: They have said that it will be retained and rented by the school. Govs present recommended FR email AMD to remind her of this conversation and obtain confirmation in writing.</p> <p>JK- following discussions at FHSP she has also been tasked to write to AMD and Olivia Bailey, our new Labour MP re lack of communication and issues regarding funding the second nursery class.</p> <p>FR to write to Olivia Bailey and invite her in to visit the school, Clive Taylor to also contact her and invite as he knows her.</p>	FR to clarify with AMD JK to write to AMD and Olivia Bailey	ASAP
9	<p>Finance Health, Safety and Premises Committee Report:</p> <p>9.1. Finance monitoring is hampered at the moment because of the new payroll system recently implemented but no reports have been sent out yet by the LA.</p> <p>9.2. The maintenance budget is slightly out because of the work needed re vermin in the roof (squirrels).</p> <p>9.3. SEND funding – 12 children now with EHCPs with another 3 to be submitted but original budget allowed for 6 in total so the reduction in overall support staff hours had not taken place due to the need in school.</p> <p>9.4. Workload on staff. There has been no caretaker for a while (off for planned surgery) and the school could not recruit an apprentice, as planned. Therefore, staff have been picking up his duties, e.g. opening up, swimming pool etc. This was noted by the FGB and thanks were given for this.</p> <p>9.5. The second Nursery class is now in operation but with no help from the LA. The school had expected an £8K gain for setting up the new Nursery, however the LA are not allowing the funding to move with the children who come into the Nursery, as they say this will be detrimental to the other nurseries. JB is currently in discussions with them about this. Feedback at the next FGB on this matter.</p> <p>9.6. There are to be no major works over the summer holiday and the Caretaker is due back the last week of term.</p> <p>9.7. CP commented on the census and the slight change in pupil numbers.</p>	FR and JB.	
10	<p>Pay Committee Report (verbal):</p> <p>10.1. KD gave the meeting feedback on a recent (confidential) meeting of the Pay Committee. What came out of that meeting was the bigger issue of SLT taking on more and more and their workloads ever increasing. A working party has been set up to look into this and where to go with it.</p> <p>10.2. KD will send the research she has done so far to LMB for distribution to FR and the working party.</p> <p>10.3. The Working Party is to meet again in the summer to discuss this further.</p>	KD KD, HB, JK, CP.	ASAP Date tbc
11	<p>Governing Body/Board Development, to inc:</p> <p>11.1. Governor Visits: JK: Several Governors acted as Y6 SATs readers. This was very insightful. Also several Governors were report proof-readers and this gave the GB a good insight into the progress of children. JL continues to volunteer with the forest school and is helping with the art day today in Y6; CP has completed some orienteering with some of the children and is coming back in again next Thursday and she is looking for volunteers to help her out, from the FGB.</p> <p>11.2. Governor Day: This will be discussed in September to agree a date and what we want to cover. JK reminded Govs to think about what committees they want to sit on next year.</p> <p>11.3. Considerations of Chair(s) from Sept 2024: JK reminded the FGB that the position(s) of Chair(s) are selected again at the first meeting of the year and that anyone can put themselves forward for it. JK and JL are happy to stand for Chair again but it will be their final year (JK for personal reasons). JK reminded all Govs to</p>	All Govs	Contact CP asap if you can help out.

	<p>consider this for September too as succession planning and training, if they would like to be considered for Chair from Sept 2025 onwards.</p> <p>11.4. Possible Reconstitution: JK: There are x2 vacancies on the FGB that have not been filled for a long time. JK recommended that the school reconstitute down to 12 Governors as this was more than enough for the school. All present agreed to formally put this to the FGB in September.</p>	LMB	Agenda item Sept FGB
12	<p>Any Other Business None</p>		
13	<p>Date of next meeting and agenda suggestions:</p> <p>13.1. 11th September – LMB to email round the dates for 2024-25. First meeting back = written HT report.</p> <p>13.2. The Pay Committee will meet again in August. KD to organise and let JK, CP, HB (and LMB if feel needed) know dates.</p>	FR written report.	

Meeting ended at 12.03pm