

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Tuesday 20 September 2016 at 6pm, Infant School

Present: Julia Kidd (JK), Florence Rostron (Headteacher) (FR), Andrew Marsh (AM), Kath Howard (KH), Mary Needham (MN), Tanya Campbell (TC), David Berry (DB), Nicky Bate (NB)

In Attendance: Alice Elliott (Clerk) (AE)

Agenda Item		Actions
17.1.1	<p>Apologies for absence and completion of attendance sheet</p> <p>Apologies were received from Samir Mahmutovic (SM), Paul Bellanti (PB), Katie Dean (KD).</p> <p>KH chaired the meeting.</p>	
17.1.2	<p>Declarations of conflict of interest - None.</p>	
17.1.3	<p>Matters to be raised under Any Other Business</p> <ul style="list-style-type: none"> i. Training. ii. IT visit report by Paul Bellanti 	
17.1.4	<p>Vulnerable Groups Update – Emma Kirkby</p> <p>The end-of-year data results show good impact from interventions for Year 3 and Reception, but results are not showing such good impact in other year groups.</p> <p>PPG expenditure has primarily been focused on:</p> <ol style="list-style-type: none"> 1. Establishing an Inclusion Team (Inclusion Manager, Family Support Worker and two full-time ELSAs) 2. Delivering Sound Training for Years 5 & 6, an intensive 8-week intervention in literary support, two TAs will be trained to help more children through this process (20 children averaged 41 months progress in reading). 3. Targeting Speech and language in Reception and Year 1, this group is affected by poor language skills. 4. Maths intervention, empowering the TAs to make them more confident in their teaching skills. This training is done through the school and via resourced methods, gained by visiting other schools to see what systems they have in place. FR reported that the lesson observations this term for Maths are very positive; the children say they enjoy their lessons and changes we have made are starting to have an impact 5. Digi-smart literacy software 6. Enrichment activities. <p>PPG income amounts to approx. £181,000, 169 children, majority are in the Junior school with 31 in Y3 alone. The school feels there are probably more children eligible for PPG and teachers have been asked to flag up families they feel may qualify in order that the school can follow this up. In addition a letter has been sent out to all families. FR will provide a report on PPG spending at the next FGB</p>	FR

	meeting.	
17.1.5	<p>Minutes of the Previous Meeting held on 6 July 2016</p> <p>16.6.85 16.5.70 Correction: “<i>FR to visit the Ark Academy in Portsmouth...</i>”</p> <p>The minutes were then signed as a correct record.</p>	
17.1.6	<p>Matters arising from the previous minutes (if not an agenda item)</p> <p>16.6.86 Caretaker’s bungalow inhabitant: JK hasn’t had a response from Emily Owles and will follow this up.</p> <p>16.8.87 Staffing Structure: A few adjustments have had to be made as a few TAs have moved on. However the school is fully staffed with PPA covered by specialist teachers from Little Heath (Art and French), Berkshire Maestros and independent professionals (music) and MNR coaching (PE). Staff feedback is satisfactory so far, however the timetable requires fine tuning, Governors requested that FR report back on how this is working at the next FGB meeting.</p> <p>Lunchtime is a struggle with a short supply of lunchtime staff, so teachers are covering at present. NB is interviewing for lunchtime controllers. Governors acknowledged the 2-hour slot required for this job might not be enticing enough for a lot of people, so it is a role that is hard to recruit for.</p>	JK FR
17.1.7	<p>Governors’ Visit Reports of 19 July 2016 and 1 September 2016</p> <p>JK has written to Ian Pearson at WBC regarding the disappointing meeting with the Early Years School Improvement Adviser at the end of term and is awaiting a response. She will contact WBC again about this.</p> <p>At the pre-meeting walk-around of the nursery area by governors it was agreed that the school’s long term plan needs to include a vision for the Nursery. Governors would like to hear the new EY Coordinator’s plans, especially about how the school can implement the government’s proposed 30 hours entitlement for nursery-aged children. Calcot is an area of deprivation that requires more spaces for Nursery children.</p> <p>Paula Craven from the Children’s Centre is to be invited to speak to Governors at the January FGB meeting.</p>	JK FR, AE
17.1.8	<p>Election of Officers</p> <p>Chair: JK and KH agreed to continue as joint Chairs.</p> <p>Vice Chair: AM agreed to continue.</p> <p>The FGB approved these appointments.</p>	
17.1.9	<p>Committee Structure Review and Membership</p> <p>Finance, Health, Safety and Sites</p> <p>The committee membership had no changes. TC agreed to continue as the H&S representative. However she does not want to be a full Finance governor.</p> <p>Personnel - The committee membership had no changes.</p> <p>Curriculum - The committee membership had no changes.</p> <p>Proposed Policies Committee</p>	

	<p>FR would like to set this up, however Governors had felt at their July Governors' Day that policy review could be handled within the committees.</p> <p>Governors discussed some of the policies requiring review this academic year:</p> <p><i>Staffing Policies</i> - The governing body again ratified the decision made in 2012 that the school would always use the most recent West Berkshire policy and procedure for the following:</p> <ul style="list-style-type: none"> • Staff Capability • Staff Grievance • Staff Disciplinary • Staff Redundancy. <p><i>Governors Allowances policy</i> – this is contained within the Financial Management Policy and Standing Orders document.</p> <p><i>Behaviour principles written statement</i> – FR will look into this.</p> <p><i>Premises Management</i> – this is covered within the Health & Safety Policy.</p>	FR
17.1.10	<p>Review of Governance 2015-16</p> <p>Governors reviewed the summary and agreed that the four main actions are:</p> <ul style="list-style-type: none"> • Training • Encourage networking with other schools (JK commented that this can be achieved through attendance at training courses and network meetings) • An annual calendar of school events with specific events for governors highlighted • Governors to provide reports on visits – AE will send round the Governors' Report Form template. <p>Governors agreed the review should be regularly revisited to monitor developments and discussed at committee level. A governor presence at parent evenings and staff meetings should help raise the profile of the FGB and make them more approachable. MN suggested Governor lanyards.</p> <p><i>School's Vision</i> – JK and KH had attended the inset day which had been very positive. Staff have suggested a vision strapline, "Laughing together, learning together, achieving together." This was ratified by governors and can be used on the website and school documents.</p> <p><i>Governor vacancies</i> – TC has spoken with two potential nominees, JK has emailed them and is awaiting a response. MN said her daughter had shown an interest.</p> <p><i>Review of Chairs' performance</i>: so far this is working well, all agreed JK and KH have different complimentary skills.</p> <p>Review documentation is to be placed in the OfSTED file.</p>	FR AE AE AE
17.1.11	<p>Register of Business and Pecuniary Interest forms & Code of Conduct</p> <p>These were updated by the Governors present.</p>	
17.1.12	<p>Headteachers' Update</p> <p>FR reported that the start of term was calm and settled, however Child Protection issues have consumed much of her time. New staff are very keen and show initiative. A new house system has been set up with a birds of prey theme, a</p>	

	<p>launch event is planned in October with a Falconry Display. Governors are invited, and FR will publicise the date.</p> <p>The points system will need tweaking, however the children are showing a positive attitude towards this, and no parents have been in to talk about it yet.</p> <p>The school has received a Bronze Sports Award Mark, which will be publicised on the website, and with new house system interschool matches will be easier to organise.</p> <p>CPD - the new team leaders for Years 1,2,4, and 5 are proving to be enthusiastic, hardworking and driven. Senior leaders are leading by example.</p> <p>The latest data was discussed at the staff meeting, booster classes will start again for Year 5 upwards. TAs have had ICT training, the new interactive whiteboards are being used well, with techniques allowing more SEN teaching within the classroom. Maths learning walks are for Teaching & Learning focus.</p> <p>The orchestral projects have started again, parents seem keen to support this and the majority of children have taken an instrument home. The school has received a £1,600 discount as Berkshire Maestros are using the school as a case study.</p> <p>ICT project linking with a school in Denver, USA. This will provide the school with chrome books and iPads for Year 6 with lots of different ICT interactive tools. PB IT visit report comments positively on this.</p> <p>There has been a noise complaint from the retirement home. FR has apologised and will monitor the noise levels during play times. Governors suggested inviting the residents to school events.</p> <p>The culture of safeguarding is good in the school, and work with the community includes parenting courses with the new ELSA.</p> <p>The parental questionnaire at the end of the summer term highlights two areas - homework and information on progress. FR will send the feedback to Governors.</p> <p>The progress data is not where it should be – KS1 is good, this is teacher assessed. KS2 shows that this year's Y6 will need significant input, particularly in maths.</p> <p>Tim Kuhles, the school's Improvement Adviser, will attend the Governors Day on 21st October to discuss data and RaiseonLine which comes out in October.</p> <p>Parent/Teacher meetings 12th & 13th October - Governors were reminded that this is a good opportunity to meet with parents, KH requested that governors indicate which evening they can attend.</p> <p>FR will email governors her summary report.</p>	<p>FR</p> <p>FR</p> <p>ALL</p> <p>FR</p>
<p>17.1.13</p>	<p>Curriculum Committee Report</p> <p><i>Raising Achievement Plan (RAP)</i> – NB reported that this is focusing on coaching of Teaching & Learning in Years 2, 4 and 5. FR will focus on Year 6. It was noted that 80% of the children are at age expected standards (ARE). The focus will be on improving numerical skills and writing in Year 4 and 5; providing more opportunities in writing and standards in reading, with boosters in Years 5 and 6 with 1:1 tuition and small group work.</p> <p>Teaching is generally good, but there is a need to consolidate this across the board in all subjects, particularly with accelerated progress in Years 3, 4 and 5. The latest</p>	

	<p>cohort of PPG children need to avoid plateauing in Year 4, and worries and anxieties need to be identified and managed.</p> <p>FR, NB and EK will observe lessons and books, and will look to prevent staff burn-out at this stage.</p> <p>FR will provide a progress report at the FGB meeting in January.</p>	FR
17.1 14	<p>School Development Plan</p> <p>This was the focus of the Governors' Day last July.</p> <p>Governors ratified the Governors Strategic Plan to support the SDP. Progress will be reviewed in the spring and summer. The school's overall vision is 'Achievement for All'.</p>	Agenda item Spring & Summer
17.1.15	<p>Governor Special Appointments</p> <p>Numeracy Governor = SM</p> <p>Literacy Governor = KH</p> <p>Safeguarding Governor = AM (supported by MN) – he will look at Safeguarding at an independent strategic level i.e. checking termly records and responses to incidents and procedures.</p> <p>Health & Safety Governor = TC</p> <p>PPG Governor = MN</p> <p>Parent Forum Governor = DB</p>	
17.1.16	<p>Personnel Committee Report</p> <p>i) Update on the consultation to changing the school's times.</p> <p>Governors agreed that any decision on whether to progress with the consultation be deferred until the FGB in January 17.</p> <p>ii) Appointment of the HT Appraisal Panel:</p> <p>It was agreed that KH and either KD or AM will form the panel. A date will be arranged with Tim Kuhles.</p>	<p>Agenda item 24/1/17</p> <p>FR to email TK and a date set on Gobs day</p>
17.1.17	<p>Finance, Health, Safety and Sites Report</p> <p>Summer Holiday update:</p> <p>Reception classrooms were redecorated and look much better. The caretaker also redecorated the kitchen area and toilets in KS1. When the lino was being replaced in one of the Reception classes, it showed the joists were rotten. WBC have been informed, but FR is worried this may incur a significant extra cost, as this condition may be in all the classrooms. Flooring cannot be replaced until this has been assessed and sorted.</p> <p>There was unplanned spend on a new wall water boiler in the Junior kitchen. The re-roofing has not been finished due to building issues. There has been an extra £7,000 spend for asbestos removal which has raised concerns. WBC have been approached for support with this.</p>	
17.1.18	<p>Schedule for Policy Review 2016-17</p> <p>Covered under item 17.1.9.</p>	

	<i>Equalities Annual Statement</i> – this is outstanding and needs to be on the website. FR will draft a copy and email it to Governors for approval.	FR
17.1.19	Preparation for OfSTED Governors briefly reviewed the questionnaire previously circulated. It was agreed that this will be an agenda item for Governors Day on 21 st October.	ALL
17.1.20	Any Other Business i) Training The latest schedule has been emailed to Governors. JK will create a list and suggest which Governors should attend which course. Governors should email AE and JK which courses they wish to take. iii) IT visit report – Paul Bellanti Governors reviewed the email report and noted the initiatives taken to date to improve IT provision. Governors requested that the recommendation on updating the governors section of the website be actioned asap. AE to place the report on the Ofsted file. <i>The meeting closed at 8.30pm.</i>	ALL AE

	ACTIONS REQUIRED	By Whom
17.1.4	FR to report on PPG spending outlining the full costings at the next FGB meeting.	FR, AE
17.1.6	FR to report on PPA cover at next FGB – 6/12/16	FR, AE
17.1.7	JK will contact WBC about Nursery provision. Paula Craven from the Children’s Centre to be invited to speak at the January FGB meeting.	JK FR, AE
17.1.9	FR to research into the Behaviour principles written statement wording.	FR
17.1.10	New strapline to be put onto the website and prospectus. AE to email the Governors’ Report Form template. AE to place the Review papers in the OfSTED file.	FR AE AE
17.1.12	FR to send Governors a list of events, the results of Parental Questionnaire and her written report to Governors.	FR
17.1.13	RAP - NB to provide a progress report at the FGB meeting in January.	NB
17.1.15	MN and AM to liaise over Safeguarding Governor role.	MN & AM
17.1.16	FR to contact Tim Kuhles for dates for HT Performance Review	FR
17.1.18	FR to draft a copy of the Equalities Annual Statement and email it to Governors for approval.	FR
17.1.19	All governors to draft their answers to the OfSTED questionnaire in preparation for Governors day on 21 st October.	ALL
17.1.20	All governors to email AE and JK which training course they wish to take. Governors section of website to be updated as a matter of urgency.	ALL AE

	AE to place IT visit report in the OfSTED file.	AE
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