

<p>17.2.24</p>	<p>Committee Reports</p> <p>Curriculum</p> <p>KH reported that the committee has met twice this term, the first meeting focused mainly on policy review, the second meeting focused on an IT learning walk, which showed fluent teacher and child collaboration on a smartboard using Purple Mash software. JK asked if the Home School Agreement reference to social media was strong enough for parental use. She felt it is necessary to emphasise the need for parents to talk to the school first if they have concerns before using social media. Communication between teacher and family needs to be clearer. It was agreed the last bullet point of the Parent/Carer's section should include "Please come and talk to us if you have any concerns."</p> <p><i>(SM arrived)</i></p> <p>Finance, Health, Safety and Sites</p> <p>JK referred governors to the minutes dated 10 October 2016. The following points were highlighted:</p> <ul style="list-style-type: none"> • The action to find a space for break-out and small-group work has proved elusive: the bus was too expensive to convert to a classroom so an alternative needs to be sought and continues to be a priority. MN stated the Birch Copse School Garden Room cost £110,000, which was a lot more than the bus. • TC has been in school regarding Health & Safety, focusing on working with staff to implement a Lockdown procedure. Following the annual H&S audit WBC has judged the school as outstanding, governors expressed their thanks to the staff for all their hard work. TC asked how could training documentation about working at heights be signed off to prove all personnel in school have read and understood it. This is for legal reasons. FR stated the school has a similar situation with Safeguarding documents that require a signature to prove staff have read and understand their responsibilities, as it is difficult to track every member of staff. It was agreed that the school will try to find a method that can be implemented. • There will be a Finance audit in January. • The floor in the Foundation Stage classrooms caused problems over the summer and remains an expensive issue to replace as many of the joists are rotten. The increased water bill may have been as a result of water running underneath the floor. There is also an issue with the drains, which may also potentially be an expensive issue to sort out. Unfortunately there is no requirement from WBC to help towards this, and they will not consider this an H&S issue until an accident occurs. • The Main School Budget carry forward at the end of March 2017 is an area of concern; when the budget was agreed last May the predicted c/f at the end of 16/17 financial year was approx. £117,000, reducing to £4,000 at end of 17/18 and falling into deficit in 18/19. The school has had to absorb increased staffing costs with no increase in funding, which will affect these predicted carry forward figures. The committee will be examining this in more detail in January. • The school has tackled the issue of staff absence, it was noted that TA absence days have reduced from 70% to 30% and teachers' absence has practically disappeared. However supply costs are still high due to PPA, long-term absence and training cover. 	<p>AE</p>
----------------	--	-----------

	<ul style="list-style-type: none"> • JK stated the importance of looking at the increase in staffing costs by focusing on the whole staffing structure in line with the Pay Policy, which is designed to reward and encourage more responsibility in line with how much the school can afford. • JK attended the WBC course on Effective Financial Management alongside the SBMs and FR, where it was evident that the school has already carried out all of the WBC suggestions on saving money. Governors thanked the SBMs for having a strong handle on the school's financial situation. • School Fund audit – with no issues and no queries this was approved. • Health & Safety policy – this has been updated to include other aspects of premises management which has now produced an overarching policy • Lettings Policy – the school is moving from a no-lettings situation to one that can include holiday clubs. The school has researched and recommended reasonable charges. With no queries this was approved. • The Financial Management Policy was also reviewed primarily to bring this into line with timings of other annual policy review. No changes were recommended. <p>Personnel</p> <p>KH reported there have been three meetings this term, firstly to consider flexible working requests, ratification of recommended pay increases and review of staffing policies including bringing the Pay Policy back in line with other local schools. FR has consulted with HR about the TLR structure. Governors agreed that AM, KD, KH, FR and JK will form a working party to review the staffing structure alongside the pay policy.</p> <p>JK queried the comment in the minutes on addressing areas of morale within the TA team. NB informed that she has undertaken performance management with the TAs and is investigating TA development. The government's introduction of levies on apprenticeships vs. claiming back the levies incurred to use for potential HLTA training requires further investigation as this could potentially be a way to reduce supply costs.</p> <p>An advert will go out to recruit another teacher.</p> <p>Pay Committee</p> <p>This has yet to meet to review recommendations on HT pay – JK to progress this.</p>	
17.2.25	<p>Committee Terms of References</p> <p>With only one slight amendment in the Curriculum ToR, the committee ToRs were ratified.</p>	
17.2.26	<p>Headteacher's Report</p> <p>FR apologised for the delay in forwarding her report, due to an increase in her teaching workload to cover staff absence. It was agreed that governors should read the report and pass on any queries to FR. FR summarised as follows:</p> <p><u>Pupil Progress and Attainment</u> - information about the RAISE online statistics, governors are already aware of the issues. FR has gone through the RAISE online with the school's Improvement Adviser Tim Kuhles to create a comprehensive report for Governor information. The new RAISE is much harder to interpret due to the new attainment standards. JK and KH will be attending training.</p> <p>There is a focus on disadvantaged and SEN children, and EK has issued a new</p>	

	<p>format that highlights the areas that are successful and added intervention programmes which have made a significant difference. For example, children attended a 5-week programme and progressed 7 months in attainment. This is suitable for children who have the potential to catch up from being behind.</p> <p>NB explained her decision to reject an expensive 1:1 maths programme in favour of one that links with calculation and number crunching. TAs will need to be trained to deliver it out of PPG funding. Hopefully this could start in January to help children who are under-achieving and later provide for SEN as well.</p> <p><u>Nursery</u> - FR expressed concern that nursery numbers have decreased (down from 54 to 35 children), primarily due to many children moving up to Reception and not enough commitment from parents honouring places. There are only 10 children in the Nursery afternoon session at present, which is not enough to make it viable. NB suggested having another Open Day, and getting the Children's Centre to help advertise it. Other issues are whether to admit 2-year olds, which would require remodelling to accommodate their needs, and the 30-hour free child-care, which the Nursery cannot provide with the morning and afternoon system. Admitting full time would require the nursery to provide lunches which is currently not an available option. The new Nursery Manager will try and work out how to link into the community, and the Nursery webpage needs improvement. Governors noted how children that have passed through Nursery are significantly better prepared for school than children who have not. It was agreed the new Nursery Manager be invited to speak at the FGB January meeting.</p> <p>JK noted that the % of EAL is up noticeably, along with SEN in both schools. There is a persistent absence issue in the Nursery, which skews the figures as under-5s do not require authorisation as they are under the statutory school age.</p> <p>FR reported that open cases with social services have been reduced, with less Child Protection issues.</p> <p>JK requested feedback on the % of complaints. Are these complaints or concerns? FR commented that these were mainly minor issues such as school dinners (size of fish fingers and last minute menu substitutions). There had been no complaints that required governor input.</p> <p>The bodyguard for Nelson Mandela came to speak at an assembly and had the children spellbound for over an hour. The School Council want to invite him back. (PB left)</p> <p>KH offered to speak to the School Council as a Governor. MN also expressed a desire as well.</p> <p>TC had attended a parent forum, and FR asked if other Governors could also attend. She will email the next set of dates. (PB returned)</p> <p><u>Staffing</u> - Extra support was needed for some of the NQTs in their first term.</p> <p><u>PPA update</u> – this now no longer impacts on core subjects and is now provided through the use of specialist teachers, which allows greater control over quality of PPA. Of the specialist teachers, music and PE are the most successful, art teachers from Little Heath are getting to use to the primary set up. Staff are finding the timing difficult, as the lessons are too short, particularly for art. Some behavioural issues also need to be managed.</p>	<p>KH & MN</p> <p>All Governors</p>
--	--	---

17.2.27	<p>Pupil Premium Grant</p> <ul style="list-style-type: none"> Inclusion Manager report <p>Governors were requested to read this thoroughly and pass on feedback to FR and EK. All agreed that this is an area that has moved on significantly since EK's appointment.</p>	ALL
17.2.28	<p>Safeguarding</p> <p><i>Annual review of Child Protection Policy</i> – West Berks model policy has been updated in line with the recent guidance on 'Keeping Children Safe in Education'. This had been circulated prior to the meeting and with no queries it was formally approved by Governors.</p> <p><i>Annual Safeguarding Audit</i> - MN and FR have met regarding the Safeguarding Audit, there will also be a meeting with AM in his new role as Safeguarding Governor. It was agreed that once complete the audit should be shared with Governors. The audit has highlighted areas that require updating such as training. Level 1 Safeguarding has been done by all Governors, and KH, TC and JK have been involved in PREVENT training. Domestic Abuse and FGM need to be covered. JK suggested Governors only need a broad picture of these areas, she felt it unnecessary for Governors to take part in in-depth training unless they wish to. It was agreed general training could be delivered by EK at a future FGB meeting or even the next Governors' Day in May. Governors noted the importance of Safeguarding for OfSTED Inspections. TC requested further details on Safeguarding training available.</p> <p>AE to ensure the Safeguarding and Safer Recruitment Policies are uploaded to the website.</p> <p><i>Health & Safety</i> - Part of TC's H&S report involved the need for staff and peripatetic teachers to notify someone before leaving the building even for a short time and an update on Lockdown Procedures. It was agreed that there is a need for a 'holding area' or Reception for visitors at the school's entry points and this should be a priority for the building development plan.</p>	<p>AE</p> <p>AE</p> <p>AM</p>
17.2.29	<p>Governor Visits</p> <p>i) <i>Summary of governor visits.</i> JK thanked governors for their input this term. Governors discussed the actions arising and agreed a priority is improving the standard of reading which has been highlighted through KH's visits as Literacy Governor. FR highlighted that the last week of term is Reading Week, and Governors are invited to attend to read a story to the children. There will also be a Reading Café for parents.</p> <p>ii) <i>Approval of Governor Visits Policy</i> – it was agreed that the comment on only going into the staffroom if invited should be removed. With no further amendments the policy was approved.</p> <p>SM requested a different reporting form for curriculum visits, KH will forward the form she uses to him.</p>	<p>JK to make amendment and forward to AE</p> <p>KH</p>
17.2.30	<p>Feedback on Governor Training attended</p> <p>JK has already emailed Governors with suggestions for training.</p> <p>TC attended a session on H&S training which she felt was more useful second time</p>	

	<p>around as she now has more experience in this area.</p> <p>JK and KH will be attending a RAISE online course tomorrow. MN regretted she was unable to attend.</p>	
17.2.31	<p>School Development Plan Objectives</p> <p>It was agreed that progress will be reviewed in depth at the January 2017 FGB. Maths and Reading continue to be the priority, NB will deliver a report on her RAP, together with a review of targets.</p>	NB
17.2.32	<p>Citizenship</p> <p>This relates to British Values, which the school addresses through PHSE via various programmes with FR and Emma Kirkby (EK). Issues that cannot be fitted into the curriculum will be followed up during British Values week. FR also refers to the School Council, which represents the children's voice and empowers their feedback.</p>	
17.2.33	<p>Policies for Approval and Ratification</p> <p>All the policies as listed on the meeting's agenda have been reviewed and were ratified, including Assessment and Staff Code of Conduct.</p> <p>The exception is the Equality Annual Information & Objectives Statement for 2016/17. FR to provide this for the January 2017 FGB.</p> <p>It was noted that Critical Incidents and Stress Management are now included as part of the H&S Policy.</p> <p>Performance Management/Appraisal Policy has no amendments, and Leave of Absence Policy has been updated.</p>	FR
17.2.34	<p>Policy Reviews Required</p> <p>FR will send the Request to Right to Flexible Working policy to AE.</p> <p>Freedom of Information Publication Scheme, Persistent Complaints Procedure, Nursery Admissions and Attendance Policies will need to go to the next FGB meeting.</p>	FR/AE KH, JK, FR
17.2.35	<p>Any Other Business</p> <ul style="list-style-type: none"> Staff transporting children in cars <p>FR outlined that the Governors' current policy that staff should not transport children to events in their cars can sometimes prevent children from partaking in opportunities offered at other schools if parents are unavailable to transport. FR requested whether designated named teachers could be allowed to transport providing that necessary risk assessments have been carried out and correct business insurance is in place. Governors discussed their concerns, including the potential use of minibuses. However many staff are now too young to drive a minibus as they do not automatically have the necessary category on their driving licences. MN expressed concern about the limitations in car parking available at secondary schools and escorting children from roadside to the school.</p> <p>Governors requested FR email them a list of her recommended designated people before making a final decision.</p> <p><i>The meeting closed at 8.55pm.</i></p>	FR

	ACTIONS REQUIRED	By Whom
17.2.21	AE to investigate how to use Outlook Calendar, add meeting dates in and share it with Governors as a Cloud Diary.	AE
17.2.23	FR to draft Behaviour principles written statement and bring to the next Curriculum Committee. FR to resend the prospectus for Governors to decide on the front cover design. Safeguarding Audit to be sent to Governors. All statutory policies that have been approved to go onto the website.	FR FR FR AE
17.2.24	Home School Agreement to be updated.	AE
17.2.26	The new Nursery Manager to be invited to speak at the FGB meeting in January KH and MN to speak to the School Council as Governors. FR to email next set of dates of parent forums to Governors.	JK, AE KH, MN FR
17.2.27	Governors to read Pupil Premium Report to pass on feedback to FR and EK.	ALL
17.2.28	TC requested further Safeguarding training details.	AE
17.2.29	JK to update the Governor Visits Policy and email to AE. KH to email visiting form for different subjects, such as H&S, to SM.	JK SM
17.2.31	NB to speak about RAP reviewed targets at the next FGB meeting.	NB
17.2.34	FR to send the Request to Right to Flexible Working policy to AE. Next FGB meeting - Freedom of Information Publication Scheme, Persistent Complaints Procedure, Nursery Admissions, Attendance and Equalities Annual Information Statement & Objectives 2016/17	FR KH, JK, FR AE
17.2.35	FR to email Governors a list of recommended designated people for transporting children in cars.	FR