

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Monday 13 March 2017 at 6pm, Year 3 School

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

In Attendance: Alice Elliott (Clerk) (AE), Emma Kirkby (SENCo) (EK)

Agenda Item		Actions
17.4.51	<p>Apologies for absence and completion of attendance sheet</p> <p>Apologies were received from Paul Bellanti (PB), Samir Mahmutovic (SM), Katie Dean (KD) and David Berry (DB). As agreed at the January full governing body meeting, Governors did not accept the apologies from DB.</p> <p>JK chaired the meeting.</p>	
17.4.52	<p>Declarations of conflict of interest</p> <p>None.</p>	
17.4.53	<p>Matters to be raised under Any Other Business</p> <ul style="list-style-type: none"> • Purchase of Governor Services • Use of Governor Hub • Year 4 corridor space 	
17.4.54	<p>Minutes of previous meeting (5 December 2016)</p> <p>The minutes were confirmed as a correct record and signed by the Chair.</p>	
17.4.55	<p>Matters arising from previous minutes (if not an agenda item)</p> <p>17.3.40 Training requested for Governors to understand how to use Outlook, especially regarding the Calendar.</p> <p>17.3.40 School Council Learning Walk had been cancelled, it will be re-arranged.</p> <p>17.3.40 AE to send PP report to TC and AM. It is also available from the website.</p> <p>17.3.40 JK has asked WB Governor Services for suggestions on appropriate formats for link governors to report to the FGB. She will follow up.</p> <p>17.3.44 Numbers of boys vs girls breakdown in RAP document to be done by NB.</p> <p>17.3.46 Summaries of feedback from Parent Evenings to be circulated to staff and governors.</p>	<p>JK, Kim</p> <p>FR</p> <p>AE</p> <p>JK</p> <p>NB</p> <p>FR</p>
17.4.57	<p>Pupil Premium Report</p> <p>EK informed governors that the SEND team has reduced the PP underspend from £40,000 to £28,000 by financing school trips, school uniform and extra music provision for eligible pupils.</p> <p>EK outlined the capabilities of the new provision map programme to show what SEND provision and interventions was happening across both schools. The</p>	

	<p>programme has the capability to:</p> <ul style="list-style-type: none"> • Drill down to show which TA is working with individual children - So far 451 intervention provisions have been put in place in both schools for all children, not just those with Pupil Premium. • Produce reports quickly to show the impact of PP, which intervention each child is receiving, including costings. Teachers have access to allow them to add data and provision details, which means the information is constantly being updated. The annual subscription for this programme is £450 a year, which is cost effective in terms of man hours. • Monitor individual children to assess the impact of intervention on their performance and what is expected within the mindset of the five-point scale. Teachers have more control of interventions which they can cross-reference against different cohorts. • Highlight double disadvantaged children, e.g. those with both PPG and EAL requirements. This can be broken down by child, teacher and provision provided to monitor the effectiveness of the PPG. Staff are able to understand the progress of each child while focusing on consistency. <p>The main spend for PPG is staffing, in particular the SENCo and additional hours for TAs. There are 2 full time ELSAs and a PPG TA who works across both schools.</p> <p>The recent strategy had been focusing on the impact on Maths training with NB and five TAs using Number Sense. This provides up to 2 years progress in 4 months, however it takes time to deliver, needs diagnostic testing and only takes up to 2 children in a cohort at a time, so certain children are targeted, those who are just below where they are expected to be.</p> <p>The TAs are sufficiently trained to ensure they are confident in delivering the interventions to the children, especially for Maths.</p> <p>JK asked about PPG numbers for the next financial year. So far no children in the Nursery have applied for PPG, but some have been identified in Reception. Schemes such as a Toy Club are being set up from September. EK will email her finance allocation details to governors by 1 April, which will show her plan for the next financial year.</p> <p><i>(EK left the meeting)</i></p>	EK
17.4.56	<p>Headteacher's Report Terms 3 & 4</p> <p>JK commented that she felt the report demonstrated how the school is proactive in identifying issues and putting into practice methods to solve them.</p> <p><u>Contextual Data update</u></p> <p>AM asked if EAL numbers had increased with the rise in SEND support. 70% of children in the afternoon Nursery before Christmas were EAL, with the need to employ someone for speech and language. However the EAL children do well due to parental support, which allows EK to focus on SEND provision. The school has reflected the diverse range of languages in the school with a 'Welcome' display which has been received well by the families, in particular one family noticed that their language was not on there and provided the school with 'Welcome' in Swahili.</p> <p>The school took advice before excluding a pupil this term. The school has been working closely with the family.</p>	

	<p>Governors questioned the increased percentage of persistent absences. FR explained that the threshold has changed from 20% to 10% and includes under 5s even though attendance is not compulsory.</p> <p>FR invited suggestions from governors on how to deal with an ongoing complaint from York House Old People's Home about noise created by children squealing while role-playing the Gruffalo. There is no complaint about lunchtime playtime noise, just the noise in the area when Reception and Nursery children do their Forest School sessions. JK asked whether the Forest School activity has to take place in this spot, however this is the only area on the site with trees. Governors suggested inviting the warden and the resident in particular to visit the school during the activity.</p> <p>MN requested that the issue of car parking in the BP garage be mentioned in the next newsletter to parents.</p> <p><u>Achievement & Attainment</u></p> <p>AM inquired about the progress regarding the coasting school category. FR reported that there has been no response as yet from the Regional Schools Commissioner, however as her report demonstrates, Calcot Schools cannot be considered as coasting, and WBC are waiting for OfSTED to visit and confirm this.</p> <p><u>Safeguarding</u></p> <p>JK queried whether AM needs to do Level 2 Training in Safeguarding as she didn't think this was necessary. AM reported that he has met with EK and reviewed the Single Central Record Register with her.</p> <p>JK asked if all governors had been trained in Child Protection, as this is a requirement. FR confirmed they had, but there is no record of any PREVENT training. EK to send an online link to Governors for this training.</p> <p><u>Behaviour, Safety & Wellbeing</u></p> <p>Governors noted the significant reduction in persistent late arrivals, and asked that their thanks be expressed to all those who are offering incentives to the children to arrive on time (eg a new colouring pencil at the end of the week if they are on time every day).</p> <p>In terms of the July 16 questionnaire with children, JK asked about how the school is working with the 10% of children who had not responded positively to being happy to come to school. The British Values Week focuses on feeling safe, child rights and anti-bullying. Assemblies also talk to the children about being safe and rough playing at breaktime. FR will work with the School Council to help children express when they feel safe in school and when they do not, so this can be addressed. Actions have included our Anti-Bullying Week and the purchase of Buddy Benches.</p> <p>JK asked about use of the library – it is used every day and awards and prizes are given to children who bring their books back on time.</p> <p>Staff from Reading Boys are visiting the school as part of a project to work with more able and vulnerable children, working on algebra and writing.</p> <p><u>Staff Recruitment:</u></p> <p>Three NQTs have been recruited and with the deadline for resignations closing in May, there may be 4 NQTs next year. Staff are anxious as mentoring them adds to</p>	<p>ALL</p> <p>FR</p> <p>EK</p>
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	<p>pressures of work. FR will ask the LA for support if necessary, as there are concerns about staff over-compensating to cover for staff who cannot cope with their work load.</p> <p><u>Governor recruitment:</u></p> <p>JK reported that there has been no progress with no nominations coming through from SGOSS or InspiretheFuture. FR also approached St Gabriel's school and will approach Bradfield College and possibly Theale secondary school.</p> <p>Governors thanked FR for an excellent report.</p>	
17.4.58	<p>Update on School Development Plan</p> <p>JK asked for a page of bulleted points of priorities, focusing on Maths, Reading, Writing, Pupil Voice (self esteem, raising concerns) and the Whole Child. FR will send a summary to governors.</p> <p>Governors reviewed the visit report (9 March) submitted by Kath Howard, Literacy Governor.</p> <p>More focus is needed on the Literacy Reading List. This needed updating to ensure sufficient progress and to increase the children's vocabulary so they can tackle the SATs papers (80% of the paper is about analysis, comprehension and vocabulary). The current books are not challenging enough, so more structured books are required and no child is allowed to be a 'free reader' any more. More volunteers are desperately needed to hear children read. Specific interventions are in place for Reading, which will be a driving force for next year.</p> <p>MN asked if anybody from the Housing Association had volunteered to hear children read. Unfortunately no-one had come forward.</p> <p>AM asked if the level of Reading affects the coasting school definition? This will help if progress is made. The school's last data snapshot showed 40% of children passed this test compared to 50% nationally, even though the paper was too long and too difficult to complete. The aim is to get more children exceeding at reading.</p>	FR
17.4.59	<p>Safeguarding</p> <p>FR reported that there are several cases of Child Protection, particularly in the Juniors. In general there are more difficulties experienced around the holiday period, and systems are put in place to manage this, logging the data accordingly for analysis.</p> <p>FR and JK will be attending the Safeguarding Conference in March, MN will attend if she is able to re-arrange other appointments.</p>	NM
17.4.60	<p>Strategy Group</p> <p>Review of leadership structure</p> <p>JK reported that there has been two meetings and a proposed structure is being costed out and its impact assessed over the next three years. It is designed to encourage middle management posts. It may ultimately be more expensive but is aimed to benefit the school in the long term by retaining the best staff and rewarding those prepared to take on responsibility and releasing the EHT, DH and IM to work more strategically rather than the current 'fire fighting'.</p>	

17.4.61	<p>Committee Reports</p> <p>Personnel (7 February 2017)</p> <p>This committee had discussed staff morale and feelings of pressure of workload. FR and NB had been on stress management training to look at working hours and burnout being a massive risk. There is an imbalance of those working harder than others. Some are working smarter, which means they get more work done, but there is a danger of exhausted teachers by mid-term.</p> <p>JK asked if the workloads had been looked at, are we asking too much of staff?99.</p> <p>NB noted there is always a need to do more, such as the intervention plans and moving the school forward. All the hard working people need to be recognised, but sustaining their level of working is a problem, combined with anxiety of OfSTED constantly looming on the horizon and the strive for perfection all the time.</p> <p>KH expressed concern about moving staff around each year. There is a need to retain knowledge so staff should be left where they are. However, gaps needs to be filled, and new recruits accommodated.</p> <p>The school has used initiatives such as pizza at lunchtime and breakfast meetings for the TAs with thank yous, and introducing apprentice level training as proper development should be considered.</p> <p>The dress code was discussed, and NB has been talking about this with all staff, including the lunchtime staff.</p> <p>School meal portions for staff has been compared with other schools and this is similar. However, governors were concerned the portions weren't enough even for a Year 6 child.</p> <p>Curriculum (2 March 2017)</p> <p>The meeting focused on Maths scrutiny, governors noted that most of the books were from girls. SM had trialled his questions with a successful and positive outcome. The next questionnaire will focus on Literacy with a better mix of genders. The results were that all the children liked Maths, they were happy doing maths and talking about their Maths work. Assessment is ongoing, with a target on how to communicate this to parents every half term. FR said it was a very good day with children being involved, and she had talked with the School Council about what a successful learner looks like and they were able to observe this on learning walks earlier in the term.</p> <p>JK asked how targets are communicated to parents – target booklets are sent home every term (6 terms).</p>	
17.4.62	<p>Finance - Approval of Schools Financial Values Standard</p> <p>Governors reviewed the draft document. KH suggested NB and EK should have similar financial training.</p> <p>With no queries the SFVS was approved and signed by the Chairs.</p>	
17.4.63	<p>Policy Approval and Ratification</p> <p>The following policies were ratified and sent to AE for finalising:</p> <ul style="list-style-type: none"> • Performance Management / Appraisal Policy • Stress Management Policy • Community Cohesion Policy • Nursery Admissions Policy 	

17.4 64	<p>Any Other Business</p> <p>Purchase of Governor Services</p> <p>Governors reviewed the proposal to purchase the basic package (£650) + safeguarding governor network. JK highlighted that governor training is now no longer free, so governors will need to fall back more on online training. An allowance will be needed in the budget to cover governor training. This proposal was unanimously agreed.</p> <p>Use of Governor Hub</p> <p>JK said this is a useful tool; it is somewhere to keep documents, there is a calendar and also offers governing bodies the facility to have informal discussions with each other and with other governing bodies. AE had invited governors to join up – it was suggested she should try and re-invite them again.</p> <p>Year 4 corridor space</p> <p>Break out space is still an issue, corridors are being used but there isn't enough space to get a class around a table for group work. These sessions could also invalidate the fire risk insurance. Alternatives discussed so far have been out of the school's price range, and the hall is already used to capacity.</p> <p>Nursery building follow up</p> <p>Governors reviewed the Visit Report from Kath Howard on her meeting with West Berks Councillor Lynne Doherty. LD has spoken with Ian Pearson and FR has subsequently spoken with Mark Lewis from Education Assets about doors and windows not being compliant and the toilets not being fit for purpose. ML will look at how WB can help.</p> <p><i>The meeting ended at 8.05pm.</i></p>	AE
ACTIONS		
17.4.55	<p>Training requested for Governors to understand how to use Outlook, especially regarding the Calendar.</p> <p>AE to send PP report to TC and AM. It is also available from the website.</p> <p>JK to follow up on Subject Link Governor report formats</p> <p>Numbers of boys vs girls breakdown in RAPP document to be done by NB.</p> <p>Summaries of Parent Evenings to give to staff and parents to governors.</p>	<p>JK, Kim</p> <p>AE</p> <p>JK</p> <p>NB</p> <p>ALL</p>
17.4.57	EK to email PP finance allocation details to governors by 1 April.	EK
17.4.56	<p>FR invited suggestions from governors about replying to old people's home re noise complaint.</p> <p>EK to send an online link to Governors for PREVENT training.</p>	<p>FR</p> <p>EK</p>
17.4.58	FR to send summary page of bulleted priorities for Maths, Reading, Writing, Pupil Voice (self esteem, raising concerns) and the Whole Child to governors.	FR
17.4.59	MN needs to book on the Safeguarding Conference after rearranging her diary.	MN
17.4 64	AE to re-invite governors to join Governors Hub.	AE