

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Wednesday 27 April 2017 at 6pm, Year 6 School

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

In Attendance: Alice Elliott (Clerk) (AE), Mike Hancock (Teacher) (MH)

Agenda Item	Actions
<p>Presentation by Michael Hancock on impact of Sports Grant</p> <p>A total of £18,989.88 has been spent since the report to Governors last year. Expenditure includes:</p> <ul style="list-style-type: none"> ● Specialist coaches for Year 3 & 6 ● 'Sports Xtra' has introduced new sports ● Specialist gymnastics for Year 6 ● Newbury and District Football tournaments took groups of 30 children each time ● Specialist dance for carnival week ● Swimming training for staff by Hampshire County Council <p>All teachers are now fully trained in Creative Development, and MH has furthered his own knowledge for KS1 PE.</p> <p>Calcot entered competitions for football, cross country (including Green Park Run), ten pin bowling, Tri Golf, mini-tennis and dodgeball, with also an Infants' team competing.</p> <p>More sports clubs were offered this year, because more staff are willing and qualified to deliver a wide range of sports - 10 clubs in KS1, 14 in KS2.</p> <p>Infants: 50% of children attended at least 1 club, 10% of children competed.</p> <p>Juniors: 72% of children attended at least 1 club, 24% of children competed.</p> <p>Three boys have been offered the opportunity to attend the development centre at Reading Football Club.</p> <p><u>Sports Week</u></p> <p>Feedback on last year is that it went really well with 9 different classes doing different sports and a very positive feedback from parents.</p> <p>This year's week will be more resourceful with more sports available, and coaches available every day. A big hit last year was the climbing wall, so this year there will be a 90ft Caving System (which will be offered to other schools to attend, to be reciprocal with their events).</p> <p>MH will be leaving at the end of the academic year and will 'pass the baton' to Annette ? who has the same enthusiasm for sports.</p> <p>Governors thanked MH for all his hard work developing sport in the school, JK added that his informative report ably demonstrates that the school is using the</p>	

	<p>Response from Regional Schools Commissioner on coasting school status</p> <p>The Chairs confirmed that a response has now been received, albeit a little brief. However it confirmed that the RSC feels the school is progressing well and does not need any additional support.</p>	AM, JK
17.5.70	<p>Finance, Health, Safety and Sites Committee Report</p> <p>Letter from WBPFA re school funding</p> <p>Governors discussed the letter which has already been sent to a number of parents in other schools in West Berkshire regarding the serious school funding situation. Governors agreed that a supporting letter should go to parents outlining the situation at Calcot. AM will draft a version for agreement by the Chairs and FR. Governors discussed parental contributions - in order to balance their budgets some schools raise a significant amount of income from voluntary contributions, some schools are approaching parents direct for regular contributions. There is a suggestion that some parents would prefer to pay a regular donation rather than support fundraising events organised by a PTA. Governors agreed that establishing a successful PTFA is the way forward for Calcot.</p> <p>Main School Budget (Fund Code 22)</p> <p>AM circulated a copy of the proposed budget. He highlighted the following areas:</p> <ul style="list-style-type: none"> ● The main expense is staffing at £1.9million, out of a funding income of £2.4million. ● There is a carry forward surplus of £181,143 from 2016/17 (2016/17 was £139,390). ● Projections show a surplus at the end of 2017-18 of £47,603. 2018-19 a deficit of £115,000 and 2019-20 a £341,000 deficit. ● Through careful budget management Calcot is able to set a balanced budget for this and next year, but there are concerns for 2018-19 onwards. <p>Staffing Expenditure</p> <p><u>Leadership Structure</u> - Governors reviewed the proposed new structure which will allow the senior leadership team to follow a strategic role and allow for staff to progress into leadership roles. This structure has been costed within the proposed budget. The next step is for West Berks HR, FR and NB to write a restructure paper in order that the new structure is in place for September performance management meetings. With no further comments the new structure was agreed.</p> <p>FR commented that there have been more staff resignations by teachers looking for the next step. This restructuring should provide a route for professional development to prevent people from leaving.</p> <p><u>Supply costs</u> - Governors noted the supply staff budget shows a further increase of almost £30,000. FR clarified that this is for cover staff who do not have or want a permanent contract, such as music teaching, certain job-shares and specialist staff for PPA cover. The budget allows for Year Group leaders to have half a day for management time.</p> <p><u>Education Support Staff</u> - costs are showing a £32,000 increase because there is an increase in classes to 12 (the school is now in its final year of growth).</p>	AM

	<p><u>Staff pensions</u> - also show an increase from £49,000 to £59,000.</p> <p>MN asked about national insurance implications following recent HMRC guidance. FR clarified that said this affects staff not on the payroll and who are paid via invoice (e.g. electricians, peripatetic coaches, Family Support Workers), and will depend upon the services supplied and whether the school pays the replacements as self-employed or limited companies.</p> <p><u>SEN</u> - The school is anticipating an increase in SEN expenditure, with 35% of EAL in the Nursery (70% EAL in the afternoon), and only 53% of Reception children being school ready (last year was 70%). EK is applying for extra support as there is no guarantee of extra funding. KH asked if there had been a change in demographics. High Needs is definitely increasing, 2 children with special needs started school this week, one child recently admitted child is 3 years behind.</p> <p><u>Buy Back Services from West Berks</u> – the school has decided not to buy back into the Health & Safety team, H&S management within the school is good and by not buying back this will save the school £3,000. The school will stay with West Berks HR for a further year and will also now have to pay for the Education Psychologist cognitive services.</p> <p><u>Income</u> – governors discussed that as other contract areas have now been pared back to a minimum, in order to continue to fund curriculum enhancement additional funding is required, therefore there is a real need for an active PTFA. Moving forward, without an increase in income the niceties will be the first to go and parents will not understand why.</p> <p>Approve 2017-18 Budget</p> <p>Governors acknowledged that whilst future projections show a deficit, the proposed budget fulfils the needs of the school and until the outcome of the NFF consultation is known, the school cannot securely forecast. The budget was therefore unanimously approved, AM commented that the Finance Committee has introduced an additional meeting in the summer and will monitor the budget closely.</p> <p>Approve Out of Hours (Fund code 99)</p> <p>This shows a surplus. Governors noted the new trim trail is now in place and the picnic benches. It was agreed that the surplus could also be used on some laptops. With no further comments this budget was approved.</p>	
17.5.71	<p>Capital Fund (Fund Code 77)</p> <p>Approve Building Development Priorities</p> <p>Use of the £16,000 carry forward this year has been put on hold as governors feel the priority should be on the Nursery, which is in a much worse condition than the originally proposed infant toilet refurbishment. WBC are replacing the heating, investigating the damp under the floors and supporting three other projects, all of which will require a contribution from the school. Support will continue to be sought for the toilets and Nursery refurbishment.</p> <p>FR confirmed that even though there may not be enough nursery provision in the area, Calcot Nursery will not be taking on the 30-hour provision as this will</p>	

	effectively mean a drop in funding for the school. FR to find out more about Section 106 funding. With no further comments Governors approved the Capital Fund budget.	FR
17.5.72	PE Grant (Fund Code 13) With no comments Governors approved the proposed expenditure.	
17.5.73	<p>School Development Plan</p> <p><i>SDP Summary Overview</i> - Governors thanked NB for preparing this, JK highlighted that this should be used in conjunction with the new booklet <i>Governor Visits & Guidance on the role of Link Governors</i>. She hopes this will help those governors with specific responsibilities to understand the key role they are playing in monitoring the work of the school.</p> <p>The coming year will focus on Literacy and quality reading by improving the quality of books. Children will be questioned on what they are reading so they can be challenged more. FR reported on the need to increase the understanding of vocabulary within classical text, for example a passage in <i>Wind in the Willows</i> had 20 words that needed an explanation. There will be no more free reading, and books will be selected to enhance vocabulary. There is a need to improve the reading ages of the weaker children, and governors noted that many children never read at home, in spite of encouragement. FR thinks vocabulary may be lacking due to the level of conversation had with other adults.</p> <p>JK asked how is Calcot faring against similar schools. Nationally the lack of wider vocabulary is a problem. The only way is to expose children to harder texts to increase their vocabulary.</p> <p>AM felt there is a need to identify a number of words a day to understand.</p> <p>Attainment Data</p> <p>FR circulated a report that showed the children's overall progress from September until the present. She noted that her migration report on leavers affects all cohorts.</p> <ul style="list-style-type: none"> ● Year 1 is slightly down but is still making progress. ● Year 2 have accelerated greatly in the last term, but having plateaued are now back on track. ● Year 3 is a problem, not helped by having two classes with job-shares. ● Years 4, 5 and 6 are very good and are doing better than expected. Year 5 have a job-share of very experienced and outstanding teachers. <p>Targets were set to accelerate children this term. The PP targets children individually and each cohort is tracked.</p> <p>Year 5 had been set robust targets that have been achieved, ratified by standardised external tests. This is all proof that the school is not coasting. Governors congratulated the school as pupils have made significant gains this year.</p> <p>JK asked about focusing staff on children interventions and boosters. This is now in Year 5 as well as Year 6. Every group looks at expected and succeeding data. Huge progress has been made because teachers are more aware of the ne</p>	

	<p>curriculum, and are now more interested in the new statistics and standardised scores. NB noted there is more transparency so teachers are aware on how others are doing, alleviating a blame culture.</p> <p>SEN is a key issue, where progress is slower with children struggling.</p> <p>AM noted there is no obviously weak subject. It was Maths in the past, which has responded to focus. The next focus will be more on Reading.</p>	
<p>17.5.74</p>	<p>Safeguarding</p> <p>Feedback from Safeguarding Conference 22 March 2017</p> <p>FR and JK attended. The key issues for the school are felt to be:</p> <ul style="list-style-type: none"> ● Whistleblowing - how to encourage staff as they can be reluctant to say anything against colleagues. ● Ensure all staff are aware of new reporting procedures via staff training. ● Provide children access to an individual, independent person to talk their concerns through. This could be an issue for primary schools to provide an appropriate 'stranger'. FR will take this issue to the next School Council meeting. ● Staff need to remain vigilant and maintain their professional curiosity about regular inconsistencies and inappropriateness. There needs to be a response to the low level concerns about staff and all disciplinary procedures on staff should be carried out, even if they leave. ● Safeguarding Governor to provide an independent scrutiny of the Annual Safeguarding Report – school now has an independent SG who regularly reviews procedures. AM will be attending the Safeguarding Network on Tuesday. ● Appoint an Equality Governor. ● Governor training - MN to provide an overview of Safeguarding incorporating various aspects at the next Governors Day. <p>JK stated that in her opinion Safeguarding is well managed in school. AM goes through the procedures with EK when she notes the low numbers of Child Protection and LAC cases. There is an increase in children waiting for ELSA and emotional support, and the threshold is increasing due to cut backs in social services with nowhere to refer them.</p>	<p>FR</p> <p>AM, MN</p>
<p>17.5.75</p>	<p>Consultation with Stakeholders</p> <p><u>Staff Questionnaire:</u> FR has researched suitable questionnaires and circulated an example. It was agreed that it is not appropriate to circulate this during the run up to SATs, but would be good to have it done before OfSTED. Governors felt the letter is too wordy and focuses too much on the Headteacher. It should focus more on the school, additional questions such as “<i>Would you recommend our school as a good place to work?</i>” might be helpful.</p> <p>The questions are designed to achieve a wider picture. KH was concerned staff may see this as an opportunity to have a moan. More emphasis should be on improving provision for children. FR will make amendments and will circulate to all staff.</p>	

	<u>Annual Parents' Questionnaire:</u> This will be a similar format to last year and will be circulated after the Sports or Arts Weeks.	
17.5.76	<p>Clerk's Items</p> <p><u>Governor Training Opportunities</u></p> <ul style="list-style-type: none"> ● MN - PP Training 20 June ● TC - Understanding Inspection 15 June ● AM - Safeguarding Network 2 May ● JK - Understanding Headteacher Appraisal 29 June <p><u>Governors' Day</u></p> <p>This was arranged for Monday 17 July, with FGB meeting at 4pm. MN will deliver a broad Safeguarding overview in the afternoon, with a focus on the SDP in the morning.</p> <p><u>Timetable for Parent Governor Election</u></p> <p>Ideally this should be completed asap. AE to email her past papers to JK.</p>	AE, JK
17.5.77	<p>Any Other Business</p> <p>None.</p> <p><i>The meeting closed at 8.15pm.</i></p>	

ACTIONS		
17.5.69	<p>Governors' Day to include a slot on Outlook Training.</p> <p>AE to ask Kim for link to PREVENT online training.</p> <p>A governors' letter to go to parents explaining where the school is at present. AM will draft a version for JK.</p>	AE, JK AE, Kim JK, AM
17.5.70	AM to draft a version of the letter to parents outlining the financial situation, to be agreed by the Chairs and FR.	AM, JK, KH, FR
17.5.71	FR to find out more about Section 106 funding.	FR
17.5.74	<p>FR to take issue of providing independent person to talk concerns with to the next School Council meeting.</p> <p>The next Governors' Day includes MN providing an overview of Safeguarding Training.</p>	FR MN
17.5.76	AE to email Parent Election past papers to JK.	AE, JK