

# The Calcot Schools

## Minutes of the Full Governors Meeting

### Held on Monday 18 September 2017 at 6pm

**Present:**

Julia Kidd (JK)  
 Kath Howard (KH)  
 Florence Rostron (Headteacher) (FR)  
 Katie Dean (KD)  
 Mary Needham (MN)  
 Nicky Bate (NB)  
 Paul Bellanti (PB)  
 Samir Mahmutovic (SM)  
 Andrew Marsh (AM)  
 Tanya Campbell (TC)

**In Attendance:**

Alice Elliott (Clerk) (AE)  
 Emma Kirkby (Inclusion Manager) (EK)

Agenda Item	Actions
<p><b>18.1.1</b></p>	<p><b>Report from Inclusion Manager - Use of Pupil Premium Grant</b></p> <p>EK provided governors with the PPG funding forecast/expenditure for 2017/18 and PPG Strategy Statement for approval. Data shows an increase in progress for PP children. They are still behind the National Average, but have made progress, particularly well in certain groups, such as those without SEN.</p> <p>EK has been analysing what elements have prevented PP children from making more progress, and has introduced an informal parental discussion opportunity with the families of PP children starting this term. This is to explore how the school can support further, and to help identify any barriers to learning, such as being able to read every day, homework that doesn't happen, etc</p> <p>There are currently 65 PP children in Juniors and 38 PP children in the Infants.</p> <p>EK reported that some parents are not aware their children are eligible for certain options, so discussions will be had with parents which will also be an opportunity to explore how the school can help with difficulties the family is facing. Hopefully the meetings will be viewed positively and feedback will filter out to other parents in the playground who may want to find out how the school can help their child through the use of PPG.</p> <p><b>Changes as result of Summer 2017 results and September pupil intake</b></p> <p>The data shows a dip in writing, so this will be one of our main foci this year. The review of what has been done and its impact shows that TA intervention programmes have made a huge difference.</p> <p><b>JK asked what percentage of the PP children are SEN.</b> There are 8 children throughout the school who are doubly disadvantaged with 3 in Year 5.</p> <p><b>AM asked how did this compare with other schools.</b> FR commented that data has not been released yet.</p>

	<p>The standardised testing using PUMA and PIRA showed a narrowing of the gap between PPG and non-PPG children.</p> <p><b>KH asked what was earmarked for specific programmes.</b> Many of these are already in action, and have shown positive results. There will be more opportunity for activities such as school trips, work to widen vocabulary, teacher release for pre-school work, ELSA work has made a big impact. The provision maps separate data for each criterion used, which is shared at staff meetings to aid teacher assessment.</p> <p><b>KH asked if the NQTs have been introduced to PPG.</b> They have met with EK to talk about provision mapping and interventions and later they will be introduced to support for SEN children. FR has also met with NQTs re pupil progress meetings.</p> <p>The governors thanked EK for her report. Governors approved the report on PPG which will be placed on the website once information has been anonymised.</p> <p><i>(EK left the meeting)</i></p>	
<b>18.1.2</b>	<p><b>Apologies for absence and completion of attendance sheet</b></p> <p>All governors were present, KH chaired the meeting.</p>	
<b>18.1.3</b>	<p><b>Declarations of conflict of interest</b></p> <p>None.</p>	
<b>18.1.4</b>	<p><b>Matters to be raised under Any Other Business</b></p> <p><b>Governor recruitment</b></p> <p>One parent, Anna Peplow, has shown interest in becoming a Governor. KH and JK will arrange to meet with her to discuss the role of governor. Governors agreed that JK and AE should work out a timetable to have a second attempt at finding a Parent Governor.</p> <p>JK has been working with Tim Sidwell, Chair of PTFA, on a governor recruitment poster to be circulated to local companies. This is a work in progress.</p> <p>SGOSS are still unable to find any volunteers for potential governors.</p> <p><b>PB asked if any interest had been shown from the Calcot Hotel.</b> MN felt the hotel is undergoing change and that it would be better to wait and try again later.</p> <p>FR reported the PTFA has been very proactive with 20 parents attending the last meeting. She hopes that some of these parents may be persuaded to become Co-opted Governors.</p>	KH & JK
<b>18.1.5</b>	<p><b>Governor Business</b></p> <p><b>Review of Standing Orders</b></p> <p>JK reminded that this provides governors with information on how the Governing Body operates. With no changes recommended it was agreed by the FGB.</p> <p><b>Register of Business Interest Forms</b></p> <p>These were completed by the governors at the meeting.</p>	

	<p><b>Code of Conduct</b></p> <p>This was completed by the governors at the meeting.</p>	
18.1.6	<p><b>Election of Officers</b></p> <p><b>Chairs:</b> KH and JK agreed to continue as Joint Chairs.</p> <p><b>Vice Chair:</b> AM will continue as Vice Chair.</p>	
18.1.7	<p><b>Committee Structure Review and Membership</b></p> <p>It was agreed that committee structure and membership will remain the same. Anna Peplow has shown an interest in joining the curriculum committee.</p>	
18.1.8	<p><b>Governor Special Appointments</b></p> <p><b>Safeguarding Governor:</b> AM (supported by MN)</p> <p><b>PPG Governor:</b> MN</p> <p><b>Numeracy Governor:</b> SM</p> <p><b>Literacy Governor:</b> KH</p> <p><b>Health &amp; Safety:</b> TC</p>	
18.1.9	<p><b>Appointment of Headteacher's Performance Management Panel</b></p> <p>This will comprise of KD and AM, with JK and KH as backups.</p>	
18.1.10	<p><b>Minutes of previous meeting held on 17 July 2017</b></p> <p>These were accepted as a correct record, and signed by JK.</p>	
18.1.11	<p><b>Matters arising from those minutes (if not an agenda item)</b></p> <p>17.6.84 Andi Blinko will be focusing on the Nursery this term.</p> <p>17.6.84 KH and JK spoke to the School Council about feeling safe and how confident they were about speaking to an adult.</p> <p>17.6.84 The Parent Governor recruitment drive will be repeated.</p> <p>17.6.85 Literacy and Maths Questionnaire responses will be compared at the next Curriculum meeting.</p> <p>17.6.90 The next <b>Governors Day will take place on Friday 2 March</b>, which is the end of Book Week and the choir will be singing. The main focus will be to observe school activities rather than focus on training.</p> <p>FR informed of further dates that the choir will also be singing at, which governors may be interested in attending:</p> <ul style="list-style-type: none"> <li>• 13 October at the opening of Theale Library;</li> <li>• 2 December at the Hexagon in a Salvation Army Concert;</li> <li>• 9 December at St Nicholas' Church in Newbury; and</li> <li>• 15 December at Calcot Priory Nursing Home (not an open event).</li> </ul>	ALL TO NOTE

	<p>17.6.90 FR did review the SEF in light of Safeguarding and whilst she is feeling more confident but she does not feel it should be graded outstanding. Analysis of the children's questionnaires shows that some children still don't feel safe. Governors reminded her it was about how the school responds and adjusts procedures in light of issues, e.g. after having spoken to some of the children who say they don't feel safe, changes were implemented at lunchtime and a member of the SLT is present in the playground each day. There are now 2 games clubs at lunchtime, and teachers are not complacent at listening to children.</p> <p>The school is also using SIMS to record incidents of bullying and behaviour to improve monitoring. The school has also rewritten the Behaviour Policy, to make it clear about expected behaviour and sanctions for poor behaviour. FR has also talked to parents and staff about making behaviour management more transparent.</p> <p><b>KH asked if the staff had been consulted.</b> FR confirmed that staff have been involved in the policy review to enhance clarity and in conjunction with the Home School Agreement.</p> <p>FR will email the policy to Governors for approval.</p> <p>17.6.90 FR felt that Tim Sidwell could potentially be the school's Promotions Officer, she felt he would be good at regular press releases to the newspapers and would form a good relationship with them, showing the pride children have for their school.</p> <p>17.6.91 Governors' Impact of Work has been uploaded to the website.</p> <p>17.6.91 The Visit Report Form will be emailed to governors again to encourage reporting of visits.</p> <p>17.6.92 FR has rewritten the Annual Equalities Statement and also the Equality Policy Scheme and Equality Access Plan. These all need their front covers updated: Statement to October 2018, Policy Scheme to May 2018 and Access Plan to September 2018.</p>	<p>FR</p> <p>FR to discuss</p> <p>AE/JK</p> <p>AE</p>
<p><b>18.1.12</b></p>	<p><b>Headteacher's Update - Feedback on start of term</b></p> <p><b>Results and Targets</b></p> <p>Governors reviewed the papers on summer term results and targets for this year. All agreed results show the school is moving in the right direction. <b>PB asked about the school's coasting designation.</b> FR and the school's SIP feels that this summer's results will have moved the school out of coasting although the coasting levels have not been released for this year. We are well above the progress measures set for last year in the coasting schools criteria.</p> <p>Year 1 has significant speech and language issues, they have a lower starting point and therefore their targets may be a little over zealous. The Assistant Heads will be overseeing transitions, particularly in Year 3, where the biggest challenges are. The focus is on enabling all children to reach 'expected plus'; all staff have been made aware and given training on the expectations for all years.</p> <p><b>Staffing</b></p> <p>This academic year has started quite differently from last year; the school is fully staffed, there will be a maternity leave from Christmas however cover is already in place. Another member of staff will be leaving at Christmas so the school will be</p>	

	<p>recruiting.</p> <p>Staff are modelling good teaching for NQTs; all teachers have laptops to prepare their lessons, however FR is concerned that some staff stay too late after school and wants to promote a healthier work-life balance.</p> <p><b>Pupil Numbers</b></p> <p>FR commented that the school does see a fair amount of pupil movement throughout the year which affects most year groups. Y2 has 5 new children but lost 6 since last year. Reception numbers are down, with an intake of 67, nursery numbers are up to 38, with a further intake in January. Year 6 is down 2 children, operating 3 classes but 69 is not enough for 3 full classes</p> <ul style="list-style-type: none"> <li>• Infants = 260</li> <li>• Juniors = 279</li> </ul> <p>Total NOR = 539</p> <p><b>Analysis of Summer Term Questionnaires</b></p> <p>FR will email her analysis and inset day presentation to governors.</p> <p>Children's overall feedback: 88% happy in Infants vs. 80% in Juniors.</p> <p>80% of Infants think behaviour is good, compared to 78% of Juniors. FR feels this is more down to individual perception rather than whole classrooms or what happens in the playground.</p> <p>Overall FR feels the main results were positive and a good start for the term.</p>	FR
18.1.13	<p><b>School Development Plan</b></p> <p><b>Review of Governors' Strategic Plan to support SDP</b></p> <p>JK and KH met over the holiday period to discuss relevant SDP areas for governors to support. After discussion PB agreed he would be willing to lead the area for ICT which could be done remotely given his work commitments. This would also be the same for his involvement in committees.</p> <p>JK felt the key area is the Nursery; staff feedback was that they can feel separate from the school. MN agreed to be Link Governor for this area. Governors noted the Nursery has recently had new heating installed, but it still needs new toilets and flooring.</p> <p>There should also be a focus to retain NQTs on the staff.</p> <p>With no further comments the GSP was agreed and progress will be reviewed again in November.</p>	
18.1.14	<p><b>Schedule for Policy Review 2017-18</b></p> <p>KH and AE will review the policy file again for this year. JK will email the annual meeting plan to Chairs of Committees and FR.</p> <p>The next Personnel Committee is 30 October.</p> <p>The next Finance Committee needs to be moved to 9 October as AE is unavailable to clerk it.</p>	AE, KH, JK

	<b>Attendance Policy</b> Governors felt this was based on an outdated model policy from West Berks and asked AE to get the latest WBC model to take to the next Curriculum Committee.	AE
<b>18.1.15</b>	<b>Autumn Term School Activity Dates for Governor Interest</b> FR will email these to Governors.	FR
<b>18.1.16</b>	<b>Any Other Business</b> None. <i>The meeting closed at 8pm.</i>	
	<b>ACTIONS</b>	
<b>18.1.11</b>	The next Governors Day to take place on Friday 2 March. FR to email Behaviour Policy to Governors for approval. Visit Report Form to be emailed to Governors. Annual Equalities Statement, Equality Policy Scheme and Equality Access Plan require updated front covers.	ALL FR AE/JK AE
<b>18.1.12</b>	FR to send Analysis of Summer Term Questionnaires to governors.	FR
<b>18.1.14</b>	KH and AE to review the policy file again for this year. JK to email the annual meeting plan to Chairs of Committees. AE to obtain latest Attendance Policy WBC model for next Curriculum Committee.	KH, AE JK AE
<b>18.1.15</b>	FR to email Autumn Term School Activity Dates to Governors.	FR