

# The Calcot Schools

## Minutes of the Full Governors Meeting

### Held on Monday 27 November 2017 at 6pm

**Present:**

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

**In Attendance:**

Alice Elliott (Clerk) (AE)

Agenda Item		Actions
<b>18.2.17</b>	<p><b>Apologies for absence and completion of attendance sheet</b></p> <p>Apologies from Anna Peploe but not from Samir Mahmutovic.</p> <p>NB informed that FR would be late for the meeting, it was therefore agreed that any matters regarding the Headteacher's input would be deferred until she arrived.</p>	
<b>18.2.18</b>	<p><b>Declarations of conflict of interest</b></p> <p>PB declared an interest for the strategy to offset future deficit and how it would impact on staff, especially the TAs. Governors accepted this.</p>	
<b>18.2.19</b>	<p><b>Matters to be raised under Any Other Business</b></p> <p>Strategy to offset forecast deficits - to be discussed within Committee Reports</p>	
<b>18.2.20</b>	<p><b>Minutes of previous meeting held on 18 September 2017</b></p> <p>Governors accepted the minutes and these were signed by KH.</p>	
<b>18.2.21</b>	<p><b>Matters arising from previous minutes (if not an agenda item)</b></p> <p>18.1.11 FR had received no comments from governors regarding the Behaviour Policy. It had been discussed along with the Anti-Bullying Policy at the last Curriculum Committee.</p> <p>18.1.11 All front covers of updated policies have been completed</p> <p>18.1.12 The analysis of the summer term questionnaires has been reviewed.</p> <p>18.1.14 AE and KH had successfully reviewed the policy file – this will be regularly reviewed throughout the year.</p> <p>18.1.14 Annual Meeting Planner has been emailed to Committee Chairs.</p>	

	<p>18.1.14 The Attendance Policy had been successfully uncorrupted by AE and posted on the website.</p> <p>18.1.15 Autumn Term School Activity Dates have been emailed to Governors.</p>	
<b>18.2.26</b>	<p><b>Safeguarding</b></p> <p><i>Ofsted</i> - AM reported the letter from the OfSTED Inspector said Safeguarding was well managed within the school, with the leadership team fit for purpose. Governors covered Safeguarding questions very well. Recommendations to adapt the Single Central Register have been completed, but AM noted this would have made no difference towards the safety of the children.</p> <p><i>Annual Safeguarding Audit Report</i> - AM and MN have gone through the Safeguarding Audit and any actions have been completed. AM stated he had been able to prove the evidence for the Safeguarding actions. Governors appreciated the complicated nature of the audit and with no comments it was formally approved.</p>	
<b>18.2.25</b>	<p><b>Sports Grant</b></p> <p>In response to <b>PB's email question on the school's plans for use of the additional funding</b>, NB commented that the grant has been fully utilised, primarily spend is on coaching and targeted teaching for staff, and specialist coaches for sports week. There are now more girls' teams taking part in a variety of activities with increasing success in tournaments. New activities include football for girls, netball for boys and cross country running, Nordic walking training is aimed at children who shy away from sports. There is also a Zumba club at lunchtime.</p>	
<b>18.2.27</b>	<p><b>Approval of the use of BACS</b></p> <p>Governors gave their formal approval for use of BACs transactions by the school.</p>	
<b>18.2.28</b>	<p><b>Committee Reports</b></p> <p><u>Curriculum</u> – Minutes 16 November 2017</p> <p>KH reported that the meeting was not quorate, therefore focus was transferred to reviewing the Children Missing Education, Anti-Bullying, Teaching &amp; Learning and Attendance policies.</p> <p><u>Finance</u> – Minutes 9 October 2017</p> <p>AM commented that the committee had scrutinised the budget in detail. There will be a much reduced surplus at the end of March 2018, but the following year is projected to fall into deficit. Strategies to reduce this deficit were discussed and a document has been produced for later discussion in this meeting.</p> <p><i>(MN arrived)</i></p> <p><u>Personnel</u> – 30 October 2017</p> <p>Sickness and staff absence have gone down. The new leadership structure is working well, and was complimented by the OfSTED Inspector. NQT support is going well, and MN has met with three of them. The new AHTs work very well, providing a lot of support, particularly to stressed teachers.</p> <p><i>(FR arrived)</i></p>	

	<p>This time of year is stressful, as there are assessments due in two weeks that need to be processed for parents and governors.</p> <p><b>JK requested an update on use of the apprenticeship levy.</b> FR stated she has researched as to whether the school could access HLTA training for TAs. This training requires approval by the Apprenticeship Levy Board, who say HLTA training is an acquired status not an accredited training, and therefore doesn't qualify. Level 3 training is available, but many of the TAs who were interested in HLTA training or more specific SEN training already have this.</p> <p><b>JK asked how the TAs would achieve this status.</b> FR agreed it was through training, but this had to be paid for to acquire the accreditation. FR had asked training providers what to do about this, but it doesn't meet the necessary criteria.</p> <p><b>KD suggested writing to the local MP to complain about the levy system as schools cannot afford to pay for it.</b> FR stated that West Berkshire has been slow in releasing this information. Most schools are not considering taking on new apprentices as this has requirements for employment following the apprentice training. She had spoken about this at the Link Group meetings. This subject should be placed on the next FGB agenda for further discussion.</p> <p><u>Pay Committee – 27 November 2017</u></p> <p>JK reported that the committee has met, and recommendations following the HTPM were discussed and recommendations agreed.</p>	AE
18.2.34	<p><b>Any Other Business</b></p> <p><u>4-year Finance Projection and strategy to offset future deficits</u></p> <p>JK circulated a paper on projected carry forwards giving comparisons between when the budget was agreed in May 17 vs. National Funding Formula with current staffing levels vs. projections using reduced staffing levels. The Finance Committee focus over the past few years has been to make savings across a variety of budget areas in order to protect front-line staff. The budget has coped with a lot of supply and maternity cover, the SLT now increasing provide cover which has helped reduce the impact of staff absence. More training in-house and the SBMs taking over the H&amp;S management have contributed to a tight financial ship.</p> <p>This year is projected to end with a £47k surplus, but the following year's budget (2018-19) has a forecasted £115k deficit. Governors noted that schools are not allowed to set deficit budgets.</p> <p>Taking the new National Funding Formula into account would actually increase the deficit to £126k.</p> <p>The next area to focus on to make savings would be to reduce additional hours for TAs. The school is fortunate to have the equivalent of a full-time TA in every class, and more support when children have higher level of need. They are needed to support the children, and as a result the data has improved.</p> <p>Governors discussed the potential fall-out from reducing TA additional hours, such as loss of goodwill, reduction in support for children which could impact on results. WBC base their model on 30 children in each class, whereas Calcot has the luxury of smaller classes, which makes it more difficult to sustain a high proportion of support staff. A high ratio of mobility has resulted in the numbers of children going</p>	

down, of which the school has no control. Losing a significant number of TA hours will have an impact on every member of staff.

**KD asked how many hours does each TA work.** There is a wide variation in hours. FR has consulted HR about redundancy, who informed that the school cannot go down that route until all additional hours have been cut. The repercussions are some staff may not be able to afford to stay, and the school may lose good TAs. All staff with contracts have been told these are valid until the end of March 2018.

The proposal is to hold a meeting with TAs this week in order to give them enough notice to make alternative plans before Easter. The teachers will be affected, as many highly value their TAs. Many schools have already had to make these adjustments and now have no TA support in the afternoons. However, the need for support will not be reduced, as without EHCs there is no additional funding, thus making retaining TA hours unsustainable.

**JK noted the need to increase pupil numbers to get more funding for the budget.** Currently the intake is about 66, which is just a bit more than 2 form entry. FR reminded governors that deferred Nursery places to January does not result in extra funding, as this is calculated only on child numbers in October.

**AM suggested looking at how other schools have reduced the TA hours.** FR said increasing the number of children in each class would result in a greater need for the children who require extra support. Many of our local schools have far fewer supporting TAs, some only have TAs when there is an EHC in place which funds additional support.

FR said she was preparing herself for delivering this bad news to the TAs, as many will lose the flexibility of hours. The school has prepared individual letters regarding redirection of hours. KH and JK confirmed that they will be present at the meeting.

**PB asked if the leaving TAs' hours will be redeployed.** An alternative would be to rearrange the curriculum into the afternoons. FR said evidence shows children do better with core curriculum subjects in the mornings, and moving it may conflict with PPA cover and extra-curricular activities.

**KD expressed concern about the letter's wording in employment terms and 'implied terms' due to individual contracts. Has there been consultation with Unions.** FR confirmed that the school has been working closely with West Berks HR regarding all aspects of the process and Rebecca Bird will inform the Unions following Governors' decision this evening. The whole point of core and additional hour contracts is to provide the school with flexibility to reduce the hours if the need is no longer there or the cost cannot be met.

**KD asked how many TAs work in the school.** There are 31, of which only 7 are not losing any hours. These TAs will be redirected to best meet the need of the children.

FR read out the letter to the Governors. **KH asked if some context could be included in the letter to soften it a bit.** FR has taken HR's advice about the wording and will edit the letter to include governor suggestions.

With no further discussion, Governors regrettably gave their approval to the strategy.

<p>18.2.23</p>	<p><b>Strategy to improve pupil numbers in Early Years</b></p> <p>FR has spoken to the promotions volunteer about how to promote the school, such as creating a flyer for the Nursery open day.</p> <p><b>JK asked about liaising with the local press.</b> FR said 2 press releases have been sent to the local press, neither were printed. There is a need to send more positive releases out, such as OfSTED. However, the papers prefer a drama rather than good news. There is a need to find someone who could write press releases every week. There is also the hindrance that teachers are not allowed to photograph several of the children.</p> <p><b>NB agreed the need to get the message out and the need to self-promote the school,</b> including recognising the nice comments from parents in the next newsletter. <b>JK asked whether it was possible to work with other local Nurseries and relevant organisations.</b> FR suggested putting up posters in noticeboards and local Nurseries by Lucy when she starts her visits.</p> <p><b>MN noted the new housing development and suggested giving something to the sales office,</b> as well as estate agents, libraries – anywhere where people browse. <b>KH suggested putting up a banner about OfSTED,</b> and there was a discussion where it should be placed.</p> <p>The subject of promoting the school should remain on the agenda.</p>	<p>AE</p>
<p>18.2.22</p>	<p><b>Headteacher's Update</b></p> <p><u>Pupil learning and progress</u></p> <p>The replacement for Raise Online is ASP, it analyses statistic data from the DfE. This data highlights the key groups to focus on.</p> <p>The school's results have improved more rapidly than the National Data; Reading and Writing progressed in line with the national average, and Maths has progressed up to the bottom 20% of all schools. FR doesn't know whether the school is still considered to be coasting, the data will be released in December, however the school's results are significantly above where they were last year.</p> <p><u>Staff Recruitment</u></p> <p>The school will still be a teacher short in January, and will have to rely on agency staff to cover, as there is no time to advertise and recruit. FR is now re-advertising for a KS2 teacher in September to have a chance of attracting more experienced teachers. MN noted the University of Reading has less PGCE teachers this year.</p> <p><u>Performance management of all staff</u></p> <p>Complete.</p> <p><u>Pupil attendance</u></p> <p>There has been huge progress in this area, with the persistence absence data from 2015 – 2016 reduced from 17.9% to 6.8%. Data has all been analysed by group and figures are improving for all groups. Another improvement has been a reduction in the number of pupils arriving late.</p> <p>FR has received complaints about the attendance letter that was sent to parents of pupils whose attendance dropped below 90%.</p>	

	<p>To aid further cost savings, the school has clamped down on dinner money debt, which was £800 last year. Reminders to parents reduced the debt to below £500, and the school stated it would no longer provide a hot lunch to children with no credit on their lunch accounts.</p> <p>A follow up letter is needed to parents to explain this action due to the implication of finding savings through drastic cuts.</p> <p><u>Clarification and evaluation of progress on SDP priorities</u></p> <p>There should be a focus on closing the gap in Reading and Writing for PP children. In Maths there is a clear group of underperforming girls plus pupils with low prior attainment not achieving level 1 at KS1. Some children have no KS1 data because they have recently arrived in the country, and are identified as such in the SDP.</p> <p><u>Targets for Summer 2018</u></p> <p><b>PB asked whether the school was expecting similar scores this year.</b> FR stated she had set the targets higher to aim for sustainable improvements, particularly in Maths.</p> <p><u>Effectiveness of new leadership structure</u></p> <p>The inspector praised the leadership management and reported the governors were the most experienced he had met. He was very impressed by the knowledge and checking elements. He remarked that although there is still some firefighting, the higher leader teachers provide adequate support.</p>	
18.2.24	<p><b>Pupil Premium Grant</b></p> <p>FR has looked at the data regarding funding for 169 children. The school is now holding individual meetings with each family about how the school uses the PPG grant. These meetings are also helping to access hard to reach families and helps with closing the gaps.</p>	
18.2.29	<p><b>Ratify Committee Terms of Reference</b></p> <p>Governors approved the Terms of References.</p>	
18.2.30	<p><b>Review reports from Governor Visits</b></p> <p><u>Literacy</u></p> <p>KH had met with the Literacy Co-ordinator to talk about the strengths and weaknesses and what is working well. The phonetic results in KS1 are causing alarm, requiring more extended work across the curriculum, plus the need to extend the children's vocabulary.</p> <p>FR commented that she has been teaching about Charles Dickens; the level of vocabulary required the children to use dictionaries to learn new words. The children in Year 6 were also able to talk about the use of literacy devices and to compare the writing of Kipling with Dickens. The quality of texts being studied across all year groups has been improved in all classes.</p> <p>There was a request for new iPads for intervention programmes, which could be funded by the PTFA.</p> <p><u>ICT</u></p> <p>PB has had an email exchange with Emma Kirkby and was introduced to the</p>	

	<p>Google Drive that stores the SEND documents. PB has had training on Espresso, a local hub schools get for free with many useful resources. Staff use this to make their lessons more interesting. The iPads are succeeding well in the Infants, and more are needed for the Juniors. The Nursery needs new interactive resources as a budget request. The link with Denver is still happening, but this has high requirements of the staff.</p> <p><u>Health &amp; Safety</u></p> <p>TC carried out a walk around in CI. She noticed big scissors in the first aid box being freely available to children. She recommended that the sign in and out book needs to be moved from the school entrance, as it contains personal information that is viewable by anyone. It should be stored behind a desk in the office. Alcohol gels in classrooms need to be checked. In the Reception class a toilet cleaner without its lid was found close to the sink, and this dangerous substance was locked away by the caretaker. She will carry out a walk around in CJ.</p>	
18.2.31	<p><b>Receive feedback from any Governor training attended</b></p> <p>No training feedback.</p>	
18.2.32	<p><b>Policy Approval</b></p> <p>Governors approved all the policies listed for ratification.</p> <p><u>Child Protection</u>: There were no changes recorded, so Governors adopted and approved this policy.</p> <p><u>Nursery Admissions 2018/19</u>: This policy was rewritten last year. However, there is now a WBC model, which the Governing Body is obliged to adopt. Governors approved this model policy.</p> <p><u>Teacher's Pay</u>: This model policy needs to add in the new numbers for the leadership salary ranges. Governors approved this policy subject to the amendments made.</p> <p><u>Leave of Absence</u>: <b>MN queried the reasons for absence for religious observance</b>. Was this leave unpaid? Yes, as it is their choice to take the time off. FR suggested they could take time off in lieu. The rest of the wording remained the same, and Governors approved the policy.</p>	
18.2.33	<p><b>Preparing for the General Data Protection Regulation (GDPR)</b></p> <p>There is a need to create a GDPR Committee to oversee the new procedures and make sure the school is compliant. This will be arranged at the next FGB meeting.</p> <p><i>The meeting closed at 8.20pm.</i></p>	AE
	<b>ACTIONS</b>	
18.2.28	Apprenticeship levy to go onto the next FGB agenda.	AE
18.2.23	Promotion of the school to remain on the FGB agenda.	AE
18.2.33	GDPR Committee to be arranged at the next FGB meeting.	AE