

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Monday 30 April 2018 at 6pm

Present:

Julia Kidd (JK)
 Kath Howard (KH) (chaired this meeting)
 Florence Rostron (FR)
 Katie Dean (KD)
 Mary Needham (MN)
 Nicky Bate (NB)
 Andrew Marsh (AM)
 Samir Mahmutovic (SM)
 Anna Peploe (AP)
 Joseph Lally (JL)

In Attendance:

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

Agenda Item		Actions
18.4.49	Apologies for absence and completion of attendance sheet Apologies from Tanya Campbell (TC).	
18.4.54	Inclusion Manager's Report on PPG and Impact on Teaching & Learning Number of PPG children are rising, with 38 in the Infants and 88 in the Juniors. Next year there will be a ratio of 1:3 PPG children. Years 5 and 6 have a significant amount of PPG children, which will be a heavy focus for next year. Year 6 are doing very well. Year 1 Writing is narrowly under-performing. Maths has 50% of children achieving more than 4 points, slowly narrowing the gap due to monthly progress meetings. The gap between PPG and the other children is on track, especially in Infants. EK will look at the progress of doubly disadvantaged at the end of the academic year. OfSTED had noted the school had made better progress with PPG than with the whole school. AM asked how regularly this is reviewed. This is looked at each term. The reduction of 50 hours of TA support each week means there is a need to check the Intervention support is adequate and analyse how this would affect the data. NB stated teachers are doubling up to release more time. Year 5 is the largest cohort and can double up their classes and teachers are finding this very effective. MN asked about the transfer of PPG children to secondary schools. Parents need to reapply to transfer their child's data and it depends upon when they do this.	

	<p>The focus for the school during the current academic year has been to address poor engagement by PPG parents. The school has held approximately 100 parent interviews, all parents have engaged except for about 2 families. Some have given suggestions from the pupil network. All felt it would be advantageous to start earlier with Reception parents to instil the idea of working alongside the Family Support Workers.</p> <p>Other foci include more language therapy for Reception children, possibly extending this to the Nursery, looking at the Intervention of 'Every Child A Talker'. EK has completed her Speech & Language courses to enrich the language environment.</p> <p>Maths has been set a high target of 75% for next year, which FR considered to be aspirational.</p> <p>More work has been focused on attendance, which has made a massive difference and was picked up by OfSTED. Persistent absences have reduced, Juniors 17.7% to 7.5% and Infants 26% to 19%. The attendance in the Spring term dropped due to illness and more requests for holidays in the Infants. A balance is needed to reflect family quality time and sustaining attendance ratios.</p> <p>AM requested the attendance data of the whole school and to include PPG children attendance separately.</p> <p>Display boards are installed in both schools and weekly certificates are given to the Infants for good attendance.</p> <p>The impact of intervention was reviewed to justify PPG funding spend. All agreed this has resulted in retention of high quality teaching staff and keeping classes small (under 30) which increases attention rates, but all within budget constraints and cut backs.</p> <p>JK asked for an analysis of the data over the summer for the first FGB meeting in September. EK felt it will show the massive impact over one term and enable planning of provision for next academic year, how the children access their Intervention hours and whether children with SEN suffer due to a lack of funding. Currently there is only one EHC child who receives funding</p> <p>Tim Kuhles has agreed to remain as the school's Improvement Adviser (even though he has retired) and has been redeployed to look at PPG and its challenges; he will be spending three days with the PPG children next term. WBC is rated 148th out of 160 authorities regarding PPG funding and as the school has a high PPG rate, other schools can learn from what we do. Our PPG this year was better than last year.</p> <p>JL asked if this issue could be brought up at the next Governors' Day, as SEN low incident on highly vulnerable children can skew a school's outcome. This will have a significant impact on the end of spectrum needs not given sufficient support from a financial point of view. FR informed she had joined a SEN Strategy Group to gain feedback from parent groups for the DfE.</p> <p>There was a discussion regarding children being eligible for SEN support and not being able to get it due to lack of funding and the difficulties of acquiring an EHC. Children who are not able to continue their 1:1 support from primary to secondary school are often placed in SEN schools.</p>	<p>EK</p>
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	<p>JK remarked on SEN and parental choice having a huge effect on admissions. If they don't see their child is doing well, they move schools. However, this school's SEN parents are happy with the support their children are receiving. AP asked whether there are children in Nursery with significant SEN. Yes, and some have been asked to stay on in Nursery rather than move up to Reception. There was a discussion regarding LAL children who require specialist places, which the school has to pay for at £1,300 each child, and also need half an hour a day extra support at school.</p> <p>Thanks were given to EK for her report. EK then left the meeting.</p>	
18.4.50	<p>Declarations of Interest</p> <p>None.</p>	
18.4.51	<p>Matters to be raised under Another Other Business</p> <ul style="list-style-type: none"> Approval of another member of staff to drive children in her car. 	
18.4.52	<p>Minutes of previous meeting held on 5 March 2018</p> <p>The minutes were agreed and signed by JK.</p>	
18.4.53	<p>Matters arising from previous minutes (if not an agenda item)</p> <p>18.3.45 KD has not yet written to Alok Sharma MP about Apprenticeship Levy.</p> <p>18.3.45 The Pay Committee have met a further time to review the Pay Policy.</p> <p>18.3.46 Physical Intervention and Restraint Policy has been personalised and should be sent to FR to send to staff.</p> <p>18.3.46 JK has not yet completed Accessibility Plan investigations.</p> <p>18.3.46 SEND and Governor Visit Policies were sent to AP and AL.</p> <p>18.3.46 The SEN meeting with AP, JL and EK will have to be reorganised due to the snow.</p> <p><u>Update on preparation of GDPR</u></p> <p>The GDPR group will meet before 25 May to put privacy notices and policies into place.</p> <p>AM asked if any parent can contact other parents via the school's data. This is not given out to anyone. If a parent requests any data about their child, the school cannot charge for the photocopying. Parents can also request CCTV images. All data needs to record individuals as initials. FR is concerned about encryption of laptops and other technological devices.</p> <p>JK noted the WBC email service is already encrypted. NB said the vast majority of teachers use Google Drive. AP was concerned about the booking system the PTFA uses. NB said the signing sheets now use initials. JL suggested Donna does a presentation about security. EK is finishing the GDPR audit and rewriting the policies, as the consequences of losing pupil data could potentially result in gross misconduct depending on circumstances.</p> <p>AM asked if the staff are refusing to perform certain tasks due to fear of GDPR. The school decides what needs to be done, with emphasis on the</p>	<p>AE</p> <p>AP, JL, EK</p>

	<p>importance of looking after data. EK will offer training at a staff meeting once the policies are in place.</p> <p><u>Parking in the garage</u></p> <p>The school was approached by Calcot Hotel to offer the use of their car park to parents at the end of school. As yet FR has received no negative responses, she will liaise with the the Calcot Hotel to see how this gets on. MN will also speak to the BP garage owner to see if this makes a difference and whether they are aware of Calcot Hotel's offer, so they could relay this information to the parents.</p>	
<p>18.4.55</p>	<p>Finance, Health, Safety & Site Committee Report</p> <p>AM reported that the last two meetings have focused on the main budget and forecasts for the following years. The SBMs have exercised tight control to save money and find funding from elsewhere, and the committee have looked at benchmarking data of similar schools to prove the school is generally in line within the country. The committee have also discussed expenditure of the school buildings to upgrade the Nursery and refurbish toilets in the Infant school.</p> <p>JK stated the school has done well out of the Capital Maintenance from WBC over the year, especially with the boiler replacement, new heating and new water works.</p> <p><u>Main School Budget (Fund Code 22)</u></p> <p>The year just ended brought forward £140k from 2016/17, enabling a carry-forward of £129k at the end of 2017/18. The main focus was on the children's progress and to get a 'good' in the OfSTED Inspection.</p> <p>The budget is generally planned on a worst case scenario as there are a lot of unknowns regarding funding. The year 2018-19 carry-forward is predicted to reduce to £21k; income and expenditure shows a deficit of £108k, the year 2019-20 is predicted to show a deficit of £156k. The main issue is the school is a 3-form entry, which should translate to 90 children for each year, but the school's physical capacity is only 77 per year group. The school is currently showing a falling roll, as the number of children in Reception last January were only 69, which translates to a shortfall of £61k. In September 2018 the numbers are predicted to be 64 in Reception and Nursery allocation also shows a reduction. The school does experience pupil movement in year, but receives no additional funding for pupils arriving after the October census.</p> <p>Staff costs are a major factor in the budget. This year is 85%, next year it will be 89% and the following year it is predicted to be 94%.</p> <p>AP asked about inorganic income, such as lettings. This requires a member of staff being on site during the event, which requires overtime for supervision and therefore flattens any profit made. NB suggested a rota basis to open and close the school, but this would work better if the caretaker lived on the school's premises. Also no clubs are allowed if the school has contractors on site.</p> <p>JL said it was worth finding out how much Brookfields School made by letting out their premises. MN reminded governors of the problem of the area the school is situated in, with the trouble caused by outside influences. FR also noted the Lone Working policy required more than one person to supervise on site.</p> <p>AP asked if the school could host training for education providers. The main</p>	

	<p>issue is space, which the school is struggling to find for its own use.</p> <p>JL asked how much the swimming pool took to run each year. Governors reviewed costings within the budget but were reminded this did not account for the time taken to maintain it.</p> <p>Requesting voluntary contributions towards extra-curricular activities has not been successful, as only 50 out of 300 parents contributed towards the Shakespeare Week. This may hinder putting on any more enrichment activities in the future. FR said activities such as the Music for Youth series is reliant on funding from the PTFA who are able to match fund from businesses to increase their income.</p> <p>KH expressed her concern the support is going to be reduced. FR will look again at TA provision and different ways of delivering education.</p> <p>There was a discussion regarding Nursery child numbers. NB reminded governors about the decision not to take on 2 year olds, as special facilities and more staff will be needed and the Nursery building is not designed for a split in year provision. However, the conversion rate from Nursery to Reception is almost 100%.</p> <p>AP asked if there was an incentive for parents to take up the afternoon spaces. Yes, for the last term at Nursery, but if the children go full time the staff would have to manage lunchtimes and change how the curriculum is delivered.</p> <p>JL suggested inviting managers of other local Nurseries to the school to look around. This could be a way of raising awareness about the school. FR was mindful of treading on other people's toes, however Nursery children are invited to the Christmas Nativity and last year the school tried an Open Session.</p> <p>With no further discussion, Governors approved the budget for 2018-19.</p> <p><u>Approve Out of Hours (Fund Code 99)</u></p> <p>Governors approved the Out of Hours budget for 2018-19.</p> <p><u>Approve School's Financial Values Standard Report (retrospective)</u></p> <p>This had been previously reviewed and approved by the Finance Committee. With no further comments it was ratified by the Full Governing Body and signed by JK.</p>	
<p>18.4.56</p>	<p>Capital Fund (Fund Code 77)</p> <p><u>Approve building development priorities</u></p> <p>The school contributed 5% towards the WBC projects for Nursery refurbishment, water works in the Infants and toilet refurbishment in the Juniors. The priorities also included provision of 30 new laptops, but this could not be accommodated.</p> <p>There is a need to review the mandatory lighting programme of the school, and update some of the old bulbs fittings. There is also a redecoration rolling programme around the school, and a desperate need for new flooring which the school cannot afford to do. Governors noted the Capital Fund budget has been slashed by 80% over the past four years.</p> <p><u>Approve 2018-19 budget</u></p> <p>Governors approved the Capital Fund budget.</p>	

<p>18.4.57</p>	<p>PE Grant (Fund Code 13)</p> <p><u>Approve 2018-19 budget and receive an update on priorities</u></p> <p>All the funding has been spent, resulting in lots of different clubs throughout the week. Sports Week has also been planned for next year. PPG funding is put towards specialist coaches. Sports continues to be very successful, with children attending sports meets out of school every other week and doing very well. The biggest focus is increasing the access to girls' sports. The Calcot Mile is regularly performed by children with their parents on a weekly basis.</p> <p>Annette Thomas (Sports Coordinator) was recognised and thanked by the Governors. She continues to commit towards maintaining a budget for sports and a strategy group has been set up towards increasing the list of school activities.</p> <p>AP asked if the school hosts tournaments. We have done in the past. Governors are invited to every sports event. JL asked about more formal visits for Governors. As long as the school is informed in advance, any Governor is invited to regularly visit the school, like KH already does, to help with the children.</p> <p>JK mentioned attending the Chair's Forum to liaise with Link Governors from other schools. JL will talk with KH about the Governors Visit format. He particularly wanted to be linked with SEN. NB suggested a half day walk around the school to allow the staff to get to know him.</p>	<p>JL, KH</p>
<p>18.4.58</p>	<p>School Development Plan</p> <p><u>Update on progress of priorities and Raising Achievement Plan</u></p> <p>FR and NB commented that progress on this has not been as much as hoped for. Priorities have not changed, focusing on achieving full potential for an enriched curriculum. The data continues to need to be outstanding, focusing on teaching and learning and support for lessons and regular training at staff meetings.</p> <p>The OfSTED report has resulted in adjusting processes throughout the school, but there is a need to avoid staff burn-out as some work 12-13 hours a day. It was felt priorities should look at other ways of developing the curriculum, such as for ICT, History and Science.</p> <p>The SLT need to process what the staff do, how they keep their records, gather evidence, etc, in order to support teachers to work smarter, especially when it comes to marking books and not enough thinking how to teach differently to motivate the children. The pupil progress meetings focus on the starting points and how the children progress throughout their time at school.</p> <p>AP asked about lean systems, focusing on a purpose for every action. The systems have been streamlined so data is input only once. There is a need to make sure the children are not disadvantaged because of teacher experience, and there are procedures in place to record accurate teacher assessment by making staff familiar with the new KPIs and objectives. The new trialled processes should work better from September.</p> <p>JK suggested the INSET Day in September could be an opportunity to introduce the new SDP to staff. FR said she will spend the day focusing on teaching and learning, so it was suggested Governors should use the next Governors Day to focus on the SDP.</p>	

18.4.59	<p>Headteacher's Report</p> <p><u>Pupil Learning and Progress</u></p> <p>EK covered much of this in her report (see 18.4.54). There has been significant progress over the past 2 years, going from 25% to 63%. However the school has not had the same attainment as other schools in RG31, and parents only look at the positions in rank. More incentive is needed to persuade potential parents.</p> <p>JL asked FR to clarify her comment on how was Year 5 a problem. Many of the children have made hugely accelerated progress, however the higher attaining individuals are not yet tipping into the Year 6 curriculum as this requires greater depth analysis and discussion.</p> <p>AP suggested a need for more quantitative measures. Staff have taken this on board and every child is talked to about how to support them within their progress.</p>	
18.4.60	<p>Safeguarding</p> <p>There have been six referrals to the designated lead, the open case numbers have increased and one exclusion last term. Safeguarding is very robust, and AM verified this by checking the processes every term. He and MN regularly meet with EK to discuss Safeguarding. FR stated she also had a vulnerable children's list which is regularly reviewed and discussed in terms of pupil progress and pastoral care.</p>	
18.4.61	<p>Committee Reports</p> <p><u>Personnel (23 April 2018)</u></p> <p>Staff performance management was discussed in relation to performance related pay and changes to how this is measured. KD is concerned about the workloads of FR and NB, and suggested this should be delegated more. The observation process was scrutinised with suggestions to put forward for improvement champions.</p> <p><u>Curriculum</u></p> <p>This will meet on 13 June starting with a work scrutiny at 9.30am. JL was invited to join the committee.</p>	
18.4.62	<p>Policies to ratify</p> <p><u>Behaviour</u></p> <p><u>Complaints Procedure</u></p> <p><u>Persistent Complaints</u></p> <p><u>Stress Management</u></p> <p><u>Financial Management</u></p> <p>Governors ratified all the above policies.</p>	
18.4.63	<p>Feedback from parents</p> <p><u>Governor presence at parent/teacher meetings</u></p> <p>There is no parents evening this term because written reports are issued instead.</p>	

	<p>There will be an Open Evening for Nursery and Reception parents. JK suggested Governors should attend these Open Evenings. There is also a need for current parents to meet the children's new teachers for next year. FR had noticed more positive comments in the Calcot Gossip Girls Facebook page.</p> <p><u>Agree format/implementation of annual questionnaire to staff, parents and children</u></p> <p>The children's questionnaire took on a slightly different format and was sent out mid-year. Children were asked if they felt challenged and were able to ask questions and whether there was an improvement in feeling safe.</p> <p>The OfSTED questionnaire produced a poor return (35) compared to 186 last year. The staff questionnaire will be issued at the end of the year.</p> <p>AP suggested parents should be asked to compare their expectations with their experiences.</p>	
18.4.64	<p>Governor Visit Reports Review</p> <p><u>Literacy</u> KH has recently experienced one and written her report.</p> <p><u>Numeracy</u> SM will be stepping down at the end of the year.</p> <p><u>ICT</u> PB has resigned from the FGB.</p>	
18.4.65	<p>Clerk's Items</p> <p><u>Governor Training Opportunities</u> JK noted there were much less opportunities for training from WBC. JL has been signed up for his New Governors' training; AE will send details to AP. Schools have gone back to networking with Link Governors from other schools and self-help training.</p> <p><u>Governor Day – summer 2018</u> Monday 16th July all day, with the FGB meeting at 4pm. JK and KH will collaborate about the programme.</p> <p><u>Parent Governor Election</u> There will be two parent vacancies at the beginning of the autumn term. JK and KH will meet to discuss tactics. An invitation should be placed in the New Parent Welcome Packs. Prospective parents should be targeted from the PTFA. There should be emphasis on looking to fill basic skills, such as ICT and Numeracy, plus a summary of the role of being a Governor.</p>	<p>AE</p> <p>JK, KH</p> <p>JK, KH</p>
18.4.66	<p>Any Other Business</p> <p><u>New Staff Driver</u> Amy Why has applied to be a staff driver for children to transport them to events. She is fully insured and has a big car with many seats. Governors approved.</p> <p><i>The meeting closed at 8.35pm.</i></p>	

	ACTIONS	
18.4.54	The attendance data of the whole school, including PPG children attendance separately, to be sent to FGB.	EK
18.4.53	Personalised Physical Intervention and Restraint Policy to be sent to FR to send to staff. The SEN meeting with AP, JL and EK to be reorganised due to the snow.	AE AP, JL, EK
18.4.57	JL to talk with KH about the Governors Visit format.	JL, KH
18.4.65	AE to send Governor training details to AP. JK and KH to collaborate about the Governors Day programme. JK and KH to meet to discuss the parent governor elections strategy.	AE JK, KH JK, KH