

# The Calcot Schools

## Minutes of the Full Governors Meeting

### Held on Monday 16 July 2018 at 4pm

**Present:**

Julia Kidd (JK) (chaired this meeting)  
 Kath Howard (KH)  
 Florence Rostron (FR)  
 Nicky Bate (NB)  
 Andrew Marsh (AM)  
 Joseph Lally (JL)

**In Attendance:**

Alice Elliott (Clerk) (AE)

Agenda Item		Actions
<b>18.5.67</b>	<b>Apologies for absence and completion of attendance sheet</b> Apologies received from Samir Mahmutovic (SM), Mary Needham (MN) and Anna Peploe (AP), no apologies from Katie Dean (KD) and Tanya Campbell (TC).	
<b>18.5.68</b>	<b>Declarations of conflict of interest - None.</b>	
<b>18.5.69</b>	<b>Matters to be raised under Any Other Business - None.</b>	
<b>18.5.70</b>	<b>Minutes of previous meeting held on 30 April 2018</b> These were signed as a correct record by KH.	
<b>18.5.71</b>	<b>Matters arising from previous minutes (if not an agenda item)</b> SM has resigned from the FGB; JK will send him a thank you note. JL and AM to update their visits in the Impact of Governors' Work and send to JK. FR invited JL to a SEN Strategy Board meeting on 13 September. 18.4.54 FR will send her updated attendance data of the whole school to governors. 18.4.53 Physical Intervention and Restraint Policy has been sent to FR. 18.4.53 The SEN meeting happened and JL sent a report. 18.4.57 KH and JL have met regarding the Governors' Visit format. 18.4.65 AE sent the Governor training details to AP. 18.4.65 JK and KH have collaborated about the Governors Day programme. 18.4.65 The Parent Governor Election process will start again in September, JK and AE to collaborate on timetable. AE appointed as Returning Officer.	JK JL, AM FR, JL FR

18.5.72	<p><b>Curriculum Committee Report (13 June 2018)</b></p> <p>The committee reviewed the different ways of recording work around the school, especially in Maths and Literacy. NB recommended the next steps to look at the assessment grids and focus on codes for spelling assessment. Better Maths opportunities are needed, particularly as Year 4 has plateaued. In response to a question NB recommended that the latest pupil progress reports can be found in the Headteacher's reports. JL has reviewed the Equality Policy and Scheme with an intent for equality in every conceivable way.</p> <p><b>JK asked for an update on the impact of less TA hours.</b> FR met with the cleaners, who reported the classrooms are more untidy in the afternoons since support has been withdrawn (particularly in the Infants).</p> <p>There was a discussion regarding support for PPG children and spend as a result of streamlining the TA hours; FR reported there is less support available and the school will have to carefully review income vs. expenditure as it can appear that some PPG children have not had any funds spent on them this term. The PPG grant supports a full-time Inclusion Manager, and FR meets with EK to look at what has been spent in relation to provisions provided. It was noted that some SEN children do not apply for PPG even when they are eligible. FR may have to apply for extra funding to afford more TA hours.</p> <p><b>AM asked whether the TA hours are lower than thought after the cuts.</b> NB has analysed whether those children who get 1:1 provision still need this. FR is looking at the data by cohort and by group. The school is ahead of the national data, (apart from Writing) which is very good.</p> <p><b>KH asked if TAs attend INSET Days as the school has to pay them.</b> Some do attend, depending on the agenda.</p> <p><b>JL asked if all INSET training is done in school.</b> Not always in school, as some training happens at Pincents Manor.</p>	
18.5.73	<p><b>Personnel Committee Report (11 June 2018)</b></p> <p>The main good news is the school is fully staffed for September, and 4 out of 5 NQTs have been retained, having passed their first years successfully. They will stay in the same year group for next year.</p> <p><b>AM noted staff sickness has risen whereas pupils' sickness has fallen.</b> There has been quite a lot of maternity leave, and long-term and compassionate leave mostly within the TAs.</p> <p><b>KH requested that governors review their contact details at the first meeting in the autumn term in order that an updated list can be provided.</b> This will require consent to use this data, due to GDPR.</p>	AE
18.5.74	<p><b>Finance, Health, Safety and Site Committee Report (2 July 2018)</b></p> <ul style="list-style-type: none"> <li>• Two months into the new financial year has not produced enough data to make a budget comparison.</li> <li>• Lockdown practice was successful in the Infants.</li> <li>• Capital work included toilet and Nursery refurbishment, to which the school contributed 5%.</li> </ul>	

	<ul style="list-style-type: none"> <li>The recent fire evacuation practice showed that fewer TAs meant it took longer to carry out sweeps of the buildings. WBC's fire officer will investigate the halls' exits.</li> <li>The intake of 62 children into Reception next year is a cause of concern. The potential new Theale school is still being discussed.</li> </ul> <p><b>KH asked if next year is a small year generally.</b> FR felt that this seems to be the case across most schools, but numbers fluctuate over the summer term until all appeals for places have been heard. Transition from Years 2 to 3 continues to lose children, JK recommended governors need to look at the overall and historic pupil numbers at the next meeting. It looks like next year will have 3 classes of just over 20 which long term is not financially sustainable. NB reported that the school sent a questionnaire to Nursery and Reception parents to get feedback. This was overall very positive, but the main reason for lack of numbers was due to Nursery not providing full time places. Governors discussed the reasons behind being unable to offer this:</p> <ul style="list-style-type: none"> <li>without the Children's Centre there isn't sufficient space,</li> <li>offering full time places means less children overall and less funding,</li> <li>offering full time would include lunchtime which means an increase in supervision costs and the need for a different curriculum.</li> </ul>	AE
18.5.75	<p><b>Headteacher's Report</b></p> <p><u>Pupil learning and progress to include end of year results</u></p> <p>FR will resend the statistical data for the summer term to Governors, as she had to wait for the SATs results. The school has exceeded national expectations:</p> <ul style="list-style-type: none"> <li>Reading: 58 – 66 – 80</li> <li>Writing: 71 – 70 – 60</li> <li>Maths: 51 – 63 – 81</li> </ul> <p>The exception is Writing, which will be the focus for next year. The practical skills are lacking, in spite of SPAG being 85%. The children appear to be 'bored' writers, as they write to satisfy the grammar list. There is a need to inspire children to write better and to improve their stamina. <b>KH suggested improving their experiences through enrichment (school trips).</b> NB will look at videos, staff acting scenarios, or giving them a dilemma to sort out. This is important, since Year 2 is highly likely to be moderated next year.</p> <p>The school will be continuing with the Peer to Peer exercise, with FR and NB visiting Birch Copse, Theale and Winchcombe schools to establish a good relationship with staff and headteachers.</p> <p><b>JL asked about the Educational Psychologist service.</b> She will not be continuing in September, as the original Ed Psych will be returning after maternity leave.</p>	FR
18.5.76	<p><b>Safeguarding</b></p> <p>The school continues to be vigilant and pass on any issues. There are 4 children on the Child Protection Register, the school made 4 referrals to social services.</p> <p><b>JL asked about the progress of LAC in school.</b> FR reported that their progress</p>	

	<p>is good, training at the INSET day in September will look at significant changes which are taking place.</p> <p><b>JL highlighted the need for adult awareness regarding online games being available to younger children.</b> PCSOs have been booked to visit assemblies in British Values week (before the half-term holiday in October) to talk about online safety, along with other subjects.</p>	
18.5.77	<p><b>School Development Plan</b></p> <p><u>Discuss priorities and initial draft</u></p> <p>FR and NB reported that following the circulation of an information sheet on the SDP priorities in the spring term progress has been made.. The next FGB meeting on Friday 5 October should look at Leadership Management and Tim Kuhles should be invited to speak.</p> <ul style="list-style-type: none"> <li>• Embedding the leadership structure (this was complimented by OfSTED, MN had been mentoring the NQTs.</li> <li>• Year 6 children need to be made aware of their career options through a Careers Fair held after SATs next year to provide information about life skills and to encourage aspiration. Parents should be invited to give talks about their experiences.</li> <li>• Improving the school's reputation - the website is updated on a weekly basis, including the parents questionnaire and setting up a Facebook group with parental permission to show their children's work.</li> <li>• Pupil recruitment - through Forest School mornings, leafleting in local areas and local groups, attending the Holybrook Festival with the steel pans, publicising extra curricular activities such as the Royal Albert Hall with Berkshire Maestros.</li> </ul> <p><b>JL suggested banners to publicise the school's good progress results, including the Good from the last OfSTED Inspection.</b> FR reminded that any banner on the A4 may require the highway's permission.</p>	FR, AE
18.5.78	<p><b>Governors' Items</b></p> <p><u>Review of Governors' SDP</u></p> <p>The main issue is how to recruit new governors as all avenues explored are not proving successful. <b>JL suggested the Reading Clearing House for volunteering services.</b> JK will send an end of term letter out to parents, regarding Parent Governor Elections.</p> <p>It was agreed that Governors will no longer have a separate SDP document, this will now be included within the school's overall SDP.</p> <p><u>Review of Governors Impact of Work document</u></p> <p>Once finalised it will be placed onto the Governors' webpage.</p> <p><b>JK asked if FR and NB felt Governors were supporting them sufficiently.</b> Both agreed that governors support events and get involved in the school. There is still a need for a better presence at Parents' Evenings and other Open Evenings. NB reported her pride in the children's good behaviour when visiting other schools. KD</p>	JL, AM, JK, AE



	<b>ACTIONS</b>	
<b>18.5.71</b>	JK to send SM a thank you note due to his resignation. JL and AM to send JK their governor visit information. FR to invite JL to a SEN Strategy Board meeting on 13 September. FR to send her updated attendance data of the whole school to governors.	JK JL, AM FR, JL FR
<b>18.5.73</b>	Governor contact details updates to be sent to Governors for revision in September. GDPR permission to be sought to use Governors' contact data.	AE ALL
<b>18.5.74</b>	Governors to look at the overall and historic pupil numbers at the next meeting.	ALL, AE
<b>18.5.75</b>	FR to resend the statistical data for the summer term to Governors.	FR
<b>18.5.77</b>	The next FGB meeting to look at Leadership Management. Tim Kuhles should be invited to speak.	AE JK, FR
<b>18.5.79</b>	FR to provide a full report on parent questionnaires in October. FR to send out her analysis of the results from the other questionnaires for the next FGB meeting.	FR FR, AE
<b>18.5.80</b>	The Home School Agreement to be amended and emailed to Governors for their approval and confirmation, so it can be processed at the beginning of the next term. Governors to review JL's recommendations on the Equality Policy and Scheme before bringing it back to the October meeting.	NB, ALL, AE  ALL, AE
<b>18.5.81</b>	The Curriculum Committee to check which days AP is available.	KH, AE