

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Friday 5 October 2018 at 2pm

Present:

Julia Kidd (JK)
 Kath Howard (KH)
 Florence Rostron (Headteacher) (FR)
 Andrew Marsh (AM)
 Joe Lally (JL)
 Nicky Bate (NB) (late)
 Mary Needham (MN) (late)

In Attendance:

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

Agenda Item	Actions
<p>19.1.1</p>	<p>Report from Inclusion Manager - Use of Pupil Premium Grant</p> <p>PPG children numbers are similar as last year (1 less in each school): 37 in Infants, and 87 in Juniors. This is still doubling the numbers compared to 2 years ago.</p> <p>The Parent Induction Pack has been a success and the Induction Team now meet with the parents to talk about use of PPG funding in relation to their child.</p> <p>Year 6 PPG made very good progress vs. national expectations supported by the appropriate use of PPG funding, Year 5 have also made good progress except those who have SEND.</p> <p>The Nursery and Infants have a number who are doubly disadvantaged (PPG and SEND) which will require careful monitoring.</p> <p>The Team's aim is to decrease the gap in progress by diverting the PPG funding to support TAs to provide more intervention. The reduction of TA intervention since last Easter is having a noticeable impact.</p> <p>Additional support is also needed for the summer born children, particularly in Year 1 who only have one afternoon a week with a TA.</p> <p>AM asked how the school could show whether PPG funding was spent on PP children. The expenditure plan is recorded in detail on the website.</p> <p>Having only 19 children in a Reception class is beneficial to all. The focus is to retain high quality staff and personalise learning once meetings with PPG families has taken place. In particular how parents can help their children at home, parents need to feel more empowered to do this, especially with additional help available to them.</p> <p>The Toy Club has done very well and will be available to the Reception children after the half term holiday.</p> <p>This year's cohort of PP children is already above 30%, which is very high. This shows up significant gaps in the Infants with attainment and progress, especially</p>

	<p>with the younger children. Year 1 PP children did very well with their phonics.</p> <p>The summer born children need significant monitoring; there are 79% summer born children across the school.</p> <p><u>Changes as result of September's intake</u></p> <p>Currently the PPG numbers are very high, but this should drop next year after Year 6 have left. This means the funding will also decrease. PPG eligibility goes with FSM. FR has sent out a letter about financial help through the PP grant for items such as school uniform and new shoes, stipulating the need to get authorisation before they buy, rather than assuming they could just present a receipt and the school will pay.</p> <p>EK had been asked by a parent that if PPG is focused on vulnerable children, what happens to all the other children? FR responded that all the children benefit from PPG funding, providing access to all the support, including provision for the more able children. However, the PP children have priority.</p> <p>Thanks were given to EK for her presentation.</p> <p><i>(EK left the meeting)</i></p>	
19.1.2	<p>Apologies for absence and completion of attendance sheet</p> <p>Apologies were received from Katie Dean (KD), Anna Peploe (AP) and Carolyn Purchase (CP).</p> <p>KH chaired the meeting.</p>	
19.1.3	<p>Declarations of conflict of interest</p> <p>JL reminded governors one member of staff is his daughter.</p> <p>The Scheme of Delegation should be reviewed at the next meeting, in particular to look at how the school will cope without the Head and Deputy present in school.</p>	AE
19.1.4	<p>Matters to be raised under Any Other Business</p> <p>None.</p>	
19.1.5	<p>Election of Officers</p> <p>Chairs: KH and JK agreed to continue as Joint Chairs for just one more year. Proposed by AM and seconded by JL.</p> <p>Vice Chair: AM will continue as Vice Chair. Proposed by JL and seconded by JK.</p>	
19.1.6	<p>Appointment of Co-opted Governor</p> <p>Governors approved the appointment of Carolyn Purchase as Co-opted Governor.</p> <p>Two parent governors have come forward and there is another potential co-opted governor. This would leave one final co-opted governor and it would be preferable if this is filled by a local councillor.</p>	
19.1.7	<p>Minutes of previous meeting held on 16 July 2018</p> <p>18.5.72 final paragraph: JL asked if <i>some</i> INSET training is done in school.</p> <p>The minutes were then accepted as a correct record, and signed by JK.</p>	

<p>19.1.8</p>	<p>Matters arising from those minutes (if not an agenda item)</p> <p>18.5.71 JK sent thank you note to SM.</p> <p>18.5.71 JL and AM sent their governor visit information.</p> <p>18.5.71 FR will reschedule her meeting with JL for the SEN Strategy Board meeting.</p> <p>18.5.71 FR circulated her attendance data. It showed more PPG persistent absences, but the rest of the school were mostly above 95%. Only 11 children made a difference, due to illness, unauthorised holidays, and parents struggling to get their children to school, requiring the school to collect and bring them in.</p> <p>Attendance is covered in the PPG parent meetings. Office staff provide incentives to the late comers and speaks to the parents, which had made a big difference from the previous year.</p> <p>18.5.73 Permission needs to be sought from governors for their data to be shared for GDPR reasons at the next meeting.</p> <p>18.5.73 All governors should start using their West Berks email address for security reasons. AE to contact Donna to issue out passwords (via text) and to help show how to access the West Berks emails from the school website.</p> <p>18.7.77 Tim Kuhles was unable to speak at the meeting tonight, and requested the next FGB date be moved.</p> <p>18.5.80 The Home School Agreement had received helpful comments which FR had accommodated and needed to collaborate with NB to incorporate them into an easy to read format. KH suggested the three-column format was useful. JK volunteered to look over the revised copy.</p> <p>18.5.81 The Curriculum Committee needed to change to Mondays, so the next meeting will be on Monday 15 October at 9.30am for a writing scrutiny before the meeting at 10.30am. The Finance Committee was brought forward to 4.30pm.</p>	<p>FR</p> <p>AE</p> <p>AE</p> <p>JK</p> <p>ALL, AE</p>
<p>19.1.9</p>	<p>Governor Business</p> <p><u>Review of Standing Orders</u></p> <p>This was approved subject to the front cover being brought up to date.</p> <p><u>Review of Governors' Register of Business and Pecuniary Interests</u></p> <p>These were filled in by the governors present. AE will follow up with those not present.</p> <p><u>Code of Conduct</u></p> <p>These were confirmed by the governors present. AE will follow up with those not present.</p> <p><u>Confirmation of Governor Contact Details and DfE Database</u></p> <p>This requires permission to use the data at the next meeting.</p>	<p>AE</p> <p>AE</p> <p>AE</p> <p>AE</p>
<p>19.1.10</p>	<p>Committee Structure, Review and Membership</p> <p>The committee membership remained the same, except for JL moving to Personnel and Curriculum gaining CP. The new governors will be allocated their committees at the next meeting.</p>	<p>AE</p>

<p>19.1.11</p>	<p>Governor Special Appointments</p> <p>Safeguarding Governor – AM and MN</p> <p>SEND Governor - JL</p> <p>PPG Governor - MN</p> <p>Numeracy Governor - vacant</p> <p>Literacy Governor - KH</p> <p>ICT Governor - NP</p> <p>Health & Safety Governor – MH</p> <p>Early Years – AP</p> <p>Marketing - AP</p>	
<p>19.1.12</p>	<p>Appointment of Headteacher’s Performance Management Panel</p> <p>Governors approved AM, KD, KH and JL who has recently trained for this.</p>	
<p>19.1.13</p>	<p>Headteacher’s Update</p> <p><u>Feedback on start of term</u></p> <p>The term has had a positive start. PGL was moved to week 3, but hampered by bad weather. Staff have found it hard to have PGL at this time of year, even though they understand the value of team building for Year 6. This was because it happened over a weekend, with no time off in lieu for it. If PGL moved to during the week, it would cost £200 per person more (£250 to £450).</p> <p>KH asked how much could the school subsidise this increase. FR said this is too much for the school.</p> <p>JL asked does it have to be PGL? Having it early in the year is good but PGL is more expensive. FR said PGL entertain the children in the evenings.</p> <p>However the weather made it difficult and some staff and children went off sick afterwards. Also there were no drying rooms available and some of the children were ill prepared with unsuitable clothing. NB had complained about this, and JL expressed his concern. However the children and parents were happy in the end.</p> <p>NB suggested not all children and staff could cope with a full week away. For many of the children it is their first time away from home, and the TAs wouldn’t go as many have other jobs and caring responsibilities.</p> <p>KH asked if the staff preferred a summer PGL. Initially they did, and NB said parents also preferred the summer, so they can pay over the year. However Year 6 behaved badly after they returned from a summer PGL.</p> <p><u>Staffing</u></p> <p>The 2 NQTs have got off to a good start, but many staff are already tired due to the calibre of the new children, in particularly a challenging Reception and Year 3, where the need is very high and several children needing 1:1 support. However the school is fully staffed and therefore covered.</p> <p>MN will arrange to speak to the NQTs for pastoral care and to help retain them – this had been very successful last year, retaining 3 out of 4 NQTs.</p>	<p>MN</p>

Overall and historic pupil numbers

Infants: 267 to 257 to 242

Juniors: 279 to 284 to 288

AM said the low numbers are a worry. KH suggested looking at grouping the Reception into 2 classes. FR said she wasn't sure if the school would gain more pupils throughout the year.

JL reported on attending the meeting about the new housing development.

250 houses are proposed, with 40% being affordable or social. There is also a proposal to build a park. The presentation was good, but concerns were expressed about health, education and traffic requirements. FR noted WBC will not increase numbers in Theale as this development is not in their catchment, neither is it with Birch Copse. **KH asked about access.** Pincents Lane past IKEA. There was concern about congestion. **JK asked about the timescale.** FR reported 2-3 years. **JL said this was better than at Didcot,** where 7,000 homes are planned. The main pinch-point will be the medical centres.

JK, KH and FR met with Ian Pearson, Head of Education at WBC to discuss potential improvements for Calcot. It is recognised that the school requires upgrading and proposed a feasibility study on how to improve the school, though this may not happen for at least 2 years. The meeting discussed how the school is connected to the local area and councillors are invited to visit. FR suggested inviting a councillor to open the Nursery and hopefully to get a councillor interested in taking the remaining co-opted governor vacancy.

AM asked what benefit would a councillor provide. In identifying Calcot as a priority, by raising the profile of Calcot ward this could help their own election promotion.

Results and targets

Governors reviewed the data analysis, key points are:

KS2 data: Writing is a key focus for this year, as the stats had dipped. Reading and Maths had been very good. 'Greater depth' was slightly down from last year. PPG has a large gap.

KS1 data: Writing is at expected levels, Maths is much better. However this intake of children are 48% summer born, which makes things very difficult. PPG has an extremely large gap of 22%.

JL said there is a need for a concerted effort to get people to listen to children read, as some are not heard every day. FR said she is constantly inviting volunteers and parents to provide support with this. **JK suggested some parents are not confident enough to help.** NB said parents are asked to come forward but nobody responds. Letters have been sent out to everybody in KS1 and the PTFA have been applied to for support. In some families the children are the only ones who can read. ABC are coming into school, but they can only help 3 children.

Targets: Year 6 Reading has gone up from 72 to 90%. There are ups and downs in terms of improvement, particularly the large gap between Reception and Year 1. The amount of summer-borns require a big focus for this year.

Whole school focus: Writing is on top, Maths GDS for girls, summer born children are more than a third in 5 year groups, PPG gap widening as other children get better, boys significantly worse at Writing than girls, yet in Year 3 girls do better.

	ACTIONS	
19.1.3	The Scheme of Delegation to be reviewed at the next FGB meeting.	AE
19.1.8	FR to reschedule her meeting with JL for the SEN Strategy Board meeting. Permission to be sought from governors for their data to be shared for GDPR reasons at the next FGB meeting. All governors to start using their West Berks email address for security reasons. AE to contact Donna to issue out passwords (via text) and to help show how to access the West Berks emails from the school website. FR to collaborate with NB to incorporate useful comments to Home School Agreement into an easy to read format. JK to look over the revised copy of the Home School Agreement. Curriculum Committee to meet on Monday 15 October at 9.30am for a writing scrutiny before the meeting at 10.30am. The Finance Committee was brought forward to 4.30pm.	FR, JL AE AE, ALL FR, NB JK AE
19.1.9	Review of Standing Orders front cover to be brought up to date. AE to chase the absent governors to fill in the Register of Business Interests. AE to chase the absent governors to sign the Code of Conduct. Governors to give permission to use their data at the next FGB meeting.	AE AE AE AE
19.1.10	New governors to be allocated to their committees at the next FGB meeting.	AE
19.1.13	MN to arrange to speak to the NQTs for pastoral care and to help retain.	MN
19.1.15	FR to send the result of Staff's Child Protection Quiz to Governors. The Physical Intervention and Restraint policy to be revised.	FR AE