

# The Calcot Schools

## Minutes of the Full Governors Meeting

### Held on Tuesday 4 February 2019 at 6pm

**Present:**

Julia Kidd (JK)  
 Kath Howard (KH)  
 Florence Rostron (Headteacher) (FR)  
 Joe Lally (JL)  
 Nicky Bate (NB)  
 Carolyn Purchase (CP)  
 Nike Piper (NP)  
 Mark Hazelton (MH)  
 Katie Dean (KD)

**In Attendance:**

Alice Elliott (Clerk) (AE)

Agenda Item		Actions
<b>19.3.31</b>	<p><b>Apologies for absence and completion of attendance sheet</b></p> <p>Apologies were received from Mary Needham (MN, Anna Peploe (AP) and Andrew Marsh (AM).</p> <p>JK chaired the meeting.</p>	
<b>19.3.32</b>	<p><b>Declarations of conflict of interest</b></p> <p>None.</p>	
<b>19.3.33</b>	<p><b>Matters to be raised under Any Other Business</b></p> <p><u>Long Service Award</u></p> <p>Governors agreed loyalty over a long term should be recognised. Any staff over 25 years should receive a £100 voucher. WBC give records for continuous service. This needs to be planned into the budget, and the matter brought to the next Personnel Committee.</p> <p><u>Co-opted Governors' end of term on 25 March</u></p> <p>This refers to JK, KH, MN and KD. Governors decided these governors should be automatically renewed. Proposed by FR and seconded by CP.</p> <p>JK and KH reminded governors they will have completed 4 years as Joint Chairs of Governors and they will be stepping down from the role in September.</p>	AE
<b>19.3.34</b>	<p><b>Minutes of the previous meeting held on 4 December 2018</b></p> <p>These were confirmed as a correct record and signed by the Chair.</p>	

<p><b>19.3.35</b></p>	<p><b>Matters arising from previous minutes (if not an agenda item)</b></p> <p>19.2.22 The SDP had been sent to Governors.</p> <p>19.2.22 JL had received his glossary of terms.</p> <p>19.2.22 The Link Group for Teacher Alliance was postponed due to snow.</p> <p>19.2.24 FR will set a date with JL regarding SEN strategic meeting.</p> <p>19.2.25 The Data Delivery is ongoing.</p> <p>19.2.26 NP to let FR know which historic data he would like.</p> <p>19.2 27 FR to ask EK about website stats.</p> <p>19.2.29 NP confirmed he had received Safeguarding training. This is regularly checked by AM and MN.</p> <p>19.2.29 Intimate Care Policy required as a result of the Safeguarding Audit. JK will research with other schools for an example to customise for Calcot.</p> <p>19.2.30 The Fire Drill during assembly was carried out. No staff were told, and NB and EK were not present. Junior school evacuated in 4.5 minutes via the office. Since this was done at 9.05, many children had yet to register, so the checking process took a little longer.</p> <p>MH said that 4.5 minutes for an evacuation of the Junior hall (when filled to capacity and with one exit discounted) was not excessive, but the school should continue to progress adding another escape door to the hall in order to ensure that the Fire Risk Assessment Significant Finding was addressed. Likewise the other outstanding Significant Findings must be addressed.</p> <p><b>JL asked about floor sweeping for stragglers.</b> FR said staff came out of their areas and swept as they came. People were in the right places.</p> <p><b>KD asked if the Infants should be done in a different scenario.</b> FR said she will liaise with the Deputy HT and Office Manager, but no one else.</p>	<p>FR</p> <p>NP, FR</p> <p>FR, EK</p> <p>JK</p>
<p><b>19.3.36</b></p>	<p><b>Ratify Committee Terms of Reference</b></p> <p>FHSS Committee ToR needs a reference about Health &amp; Safety.</p> <p>Governors approved the Committee Terms of Reference.</p>	<p>MH</p>
<p><b>19.3.37</b></p>	<p><b>Headteacher's Report</b></p> <p>Attendance is 96.7% in spite of a lot of illness. The persistent absences were fewer than 10%. FR is diligent about not authorising holiday. Children who haven't arrived by 9.30am are investigated and often fetched from home.</p> <p><b>JL noted notices about bullying. Is there a reason for mentioning this?</b> FR said this was part of PHSE, which was covering mental health that week. MH had experienced incidents that had been dealt with immediately. FR said the children are well informed, however the parents less so.</p> <p>More EHCs have gone through since September. The school needs to put in for support while they have evidence for funding.</p> <p><u>Outcomes</u></p>	

Every child has made accelerated progress as cohorts in all areas.

#### Pupil Progress Data

Vulnerable groups include boys and summer-borns. The SLT has met to discuss actions for this term. Three strategic meetings have happened since Christmas to focus on Writing. This is strongest in Years 2 and 3.

**MH asked if teachers are getting the support they need.** FR said it is bought in, especially for Speech & Language and EHA support. 33% of Speech and Language is in the Infants, and not all of them are PPG to attract the funding. We are still struggling to get enough support for individual reading. JL and KH come in every week and this is a great support.

**CP asked how the scores were calculated.** The aim is to achieve 6 points in every year group. The historical data is stored in Google Drive, and every child is tracked individually. The school uses a 5 way challenge system. KPI tests provide evidence.

Teaching & Learning is very positive in the SDP. The action plans highlighted what is going to happen. NB explained the Assistant Heads are instrumental in completing every year's observations. Years 4 and 5 aren't making as much progress in Writing, which is being addressed and regularly reviewed.

**JL referred to provision mapping and was it available for specific children.** Interventions look carefully where the children are each week. Some interventions are planned weeks in advance, whereas some are based on what has been taught that morning.

**JK said EK's role is pivotal.** Her multiple roles should be appraised to prioritise her tasks. The Leadership roles are key to help with EK's responsibility and support her in her role. FR and EK regularly meet to monitor the best use of her time.

**CP asked if teachers found keeping data onerous.** FR said it was a one-point entry and FR does the data analysis before reporting back to individuals, classes and cohorts. This is in reference to the worklife balance for staff.

FR will report about Early Years, Curriculum and Behaviour next term.

**JK asked about the two FS2 classes.** FR spends time looking at this as admissions have reported more new children. There has been a resignation of a TA in Reception, so the school is recruiting for a new Early Years Practitioner to increase staff capacity without having to increase to 3 classes. Additional support is present to cope with the extra children.

**MH asked if extra TA support is needed.** NB said there are support staff for Writing. FR is changing the templates of the reports to reduce the time constraints.

Every year group focuses on the attainment level in Writing, Reading and Maths, with access subjects covered in each year group.

**CP asked if tracking was done on SIMs.** FR said this is used to track the assessments by the teachers, but this is the first time it is included in a school report. This shows whether children have achieved their targets and we work hard to inform parents of progress through termly target cards and parents' meetings.

Attention is drawn to the curriculum, with ICT needing more development due to the lack of hardware in the school. Signing up to a project linked with USA with our

	<p>Y5 children resulted in 60 chrome books and 5 iPads. Teachers meet to discuss augmented reality specifically designed for education, but this could conflict with social media addicts and the use of mobiles within school. MH was surprised there was no use of VR headsets. FR said technology should be used to inspire the children, but when ICT does not work reliably staff are understandably frustrated. We are continuing to improve our ICT in school.</p> <p><u>Update of SBM recruitment</u></p> <p>Three packs were requested, but no applications have yet been received. FR has been thinking about incentives. It should have been the salary. NB wondered if the job was too big and whether it could be split into Finance and Premises.</p> <p><b>MH asked how long could the school continue without a SBM.</b> There is a Finance Assistant coping at the moment.</p> <p><b>JL noted other SBM jobs advertised with lower salaries. KD asked whether it would be possible to recruit for both options.</b> She suggested adverts for the two separate roles as well as the combined role. This should be discussed at the next Personnel Committee meeting.</p> <p><u>PPG</u></p> <p>This was included within the Headteacher's Report which includes trips data.</p>	
<p><b>19.3.38</b></p>	<p><b>Working party to agree school's priorities and to work alongside LA in preparing feasibility study</b></p> <p>The Feasibility Study should discuss what would Governors like for the school - upgrade the 2 buildings, or a new school? A meeting will be held on Wednesday 13 February at 6pm, and will include JL, KD, MH, NB, FR, JK and KH.</p> <p><b>MH suggested considering what was wrong with the premises as a starting point.</b> JK will prepare a SWOT analysis and circulate to all governors for feedback.</p>	<p>JK</p>
<p><b>19.3.39</b></p>	<p><b>Committee Reports</b></p> <p><u>Curriculum (Meeting 28/1/19)</u></p> <p>As FR and NB were not present, there was a discussion about the impact of a drop in TA support was having in the Juniors as observed from an afternoon learning walk. Some classes have TA provision. EK was invited to the next meeting to fill in the gaps brought to light during the discussion. Good teaching intervention is critical, but it needs support from a skilled TA.</p> <p><u>FHSS (Meeting 21/1/19)</u></p> <p>The SBM recruitment was discussed, the previous SBMs left the school in a good position to monitor the budget. The projected carry forward will be higher than originally projected when the budget was set as savings have been made in various areas. Alternative supply insurance quotations will be looked at in terms of increasing the excess period vs. reduction in cost. Monitoring of out of hours clubs continues to be problematic. The committee has reviewed the SFVS for 2018/19, the significant issue is the recruitment of an SBM. The SFVS will be submitted by the end of March. The BDP has been prioritised for essentials, the funding received is not allocated as yet. A Fire Risk Assessment noted limited access from</p>	

	<p>the hall. The toilet refurbishment project for Years 3 and 4 is still ongoing.</p> <p><u>Pay (Meeting 4/12/18)</u></p> <p>This reviewed the funding for the Headteacher Performance Management.</p>	
<b>19.3.40</b>	<p><b>Governor Business</b></p> <p><u>Feedback from Governor training attended</u></p> <p>JL attended Headteacher Appraisal and Safer Recruitment courses. MH asked for suitable Health and Safety courses.</p>	
<b>19.3.41</b>	<p><b>Update on use of Pupil Premium Grant</b></p> <p>The PTFA can also fundraise for filtering priorities, eg trips to London for the coach costs. This criterion is to benefit the children with new learning experiences.</p> <p><b>KH asked what percentage of parents pay.</b> Nearly all of them, and the school pays for the PPG children. There is one class trip per year.</p>	
<b>19.3.42</b>	<p><b>Update on Sports Grant</b></p> <p><b>CP asked about funding for sports.</b> This is currently overspent by £3.5k due to funding for external coaches and access to the clubs. <b>CP requested £200 to map the grounds.</b> FR will approach the PTFA to fundraise for this.</p>	
<b>19.3.43</b>	<p><b>Safeguarding Update</b></p> <p>There is nothing extra to report except this week there was a police MASH alert.</p>	
<b>19.3.44</b>	<p><b>Policy Ratification</b></p> <p><u>Scheme of Delegation</u></p> <p>This was approved by Governors.</p> <p><u>Pay for Teaching Staff – reviewed by Pay Committee on 23 October</u></p> <p>This was approved by Governors.</p>	
<b>19.3.45</b>	<p><b>Any Other Business</b></p> <p>This had been already covered.</p> <p>The meeting closed at 8.15pm.</p> <p>There will be a Personnel Committee on 25 February at 6pm and a Curriculum Committee on 26 March at 9.30am.</p>	
	<p><b>ACTIONS</b></p>	
<b>19.3.33</b>	<p>Long service awards to be planned into the budget and brought to the next Personnel Committee.</p>	FR, AE
<b>19.3.35</b>	<p>FR to set a date with JL regarding SEN strategic meeting.</p> <p>NP to let FR know which historic data he would like.</p> <p>FR to ask EK about website stats.</p> <p>JK to research an Intimate Care Policy for customising.</p>	FR, JL NP, FR FR, EK JK

<b>19.3.36</b>	FHSS Committee ToR needs a reference about Health & Safety.	AE
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