

The Calcot Schools

Minutes of the Full Governors Meeting

Held on Wednesday 8 May 2019 at 6pm

Present:

Julia Kidd (JK)
 Kath Howard (KH)
 Florence Rostron (Headteacher) (FR)
 Andrew Marsh (AM)
 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
19.4.46	Apologies for absence and completion of attendance sheet Apologies were received from Carolyn Purchase (CP) and Anna Peploe (AP). KH chaired the meeting.	
19.4.47	Declarations of conflict of interest None.	
19.4.48	Matters to be raised under Any Other Business <ul style="list-style-type: none"> • MMR • Fire Regulations • Governors' Training Session • School Signage • Sponsored Football Kit • Plan for OfSTED Visit 	
19.4.49	Minutes of Previous Meeting held on 4 February 2019 MH wished to reword 19.3.35/19.2.30 correctly, so the minutes will be brought to the next meeting for signing.	MH, AE
19.4.50	Matters arising from previous minutes (if not an agenda item) 19.3.33 Long service awards have not been planned within the Budget. 19.3.35 FR and JL to organise SEND meeting, however, JL has been very proactive regarding parental feedback from the two coffee mornings for the Autism and Asperger's children. 19.3.35 EK still to deliver the website stats to FR.	FR FR, JL FR, EK

	<p>19.3.35 Intimate Care Policy – draft has been prepared, it now requires discussion with the staff.</p> <p>19.3.36 AE to meet with MH regarding mentioning H&S in the FHSS Terms of Reference.</p>	FR, JK MH, AE
19.4.51	<p>Governing body membership</p> <p>Mary Needham has stood down after 26 years of being a Governor. MH suggested putting in an application for a public service honour. Governors will collaborate to fill in the form. JK will ask Governor Services about recognition for her long service to governorship.</p>	MH ALL JK
19.4.52	<p>Finance, Health, Safety & Site Committee Report (AM)</p> <p><u>Meeting of 25 March</u> was too early to discuss the budget as MM had only been in post a short time, the meeting had discussed the bought-in services.</p> <p>Meeting of 8 May (5pm) MH expressed his concern regarding breaching the fire risk assessment for the assembly hall. Governors agreed that WBC have procrastinated too long regarding the work required to rectify this. It was therefore agreed that the Chair of Governors will state governors' concerns in a letter to the Head of WB Council.</p> <p>AM reported that the carry forward at the end of 2018/19 is £197k - income was up by £40k and expenses were down by £130k. This was achieved through less supply teaching, two TAs not replaced, saving 2 months of the SBM's salary and saving £30k not refurbishing the toilets last year.</p> <p>For 2019/20 income is projected at £2.6m. All monies have been allocated, staffing costs are 89%, this is high as it should be between 80-85%. This will leave a negligible carry forward in March 2020, and if levels of pupil funding do not improve, 2020/21 has a projected deficit of £365k. FR commented that projected deficits is a common scenario amongst WB schools. AM added that these projections are based on the current information available and the projected deficits are despite the fact that the carry forward from 2018/19 is one of the highest it has ever been and despite good sound financial management.</p> <p>MH was very concerned about the impending deficit budget, and suggested Governors draft a letter to WBC warning them about this. NP suggested his concern was a little premature, as the school's funding is based on the October census and staffing recruitment is in hand. Hopefully the deficit will be less than £365k. FR said the LA is already aware and has sent out information for supporting schools in deficit, but Calcot is not in this situation yet. KH said many schools are already in deficit. MH said it should be highlighted that Calcot currently isn't, but it will soon and we are considered to be a well-run school.</p> <p>With no further comments the current budget for 2019-20 was approved.</p>	JK
194.53	<p>Out of Hours (Fund Code 99)</p> <p>Over the next year the school will be looking at how provision can be improved in order to maximise income. The budget for 2019/20 was approved.</p>	
19.4.54	<p>Capital Fund (Fund Code 77)</p> <p>Careful management will enable the school to fund a new fire exit in the hall. The budget for 2019/20 was approved.</p>	

19.4.55	<p>PE Grant (Fund Code 13)</p> <p>Although this fund generally overspends by the end of the financial year, it balances by the end of the academic year because of how funding is allocated. Governors were informed that from September external afterschool clubs will need to be charged for. With no further comments the 2019/20 budget was approved.</p>	
19.4.56	<p>Headteacher's Report</p> <p>The Early Years Plan, Behaviour and Welfare of Children are now reviewed together.</p> <p>There is only one child on the persistent absence list for last year. The rest all had justifiable reasons for being absent. Attendance at 96% is higher than WBC's average.</p> <p>A lot of work has been done on the information packs for parents, to present them more clearly. This should be sent to Governors for review.</p> <p>The report includes the data from the Spring term. The areas flagged for additional support include Writing. All staff have had their data reviewed.</p>	FR
19.4.57	<p>School Development Plan</p> <p>This has been reviewed and is on track to achieve all tasks this year. FR has discussed this with the school's Improvement Adviser, resulting in some significant changes.</p> <p>OfSTED will be focusing on the Whole Child and allocated provision: what, how and the outcome. The SDP and the SEF have been redesigned with new headings which FR will deploy once they have been released in September. Otherwise everything is fundamentally the same and will be linked together within the Headteacher's Report.</p> <p>FR asked governors how they would like to see information updated in the HT report. KD said it was good to see what was new and updated, but she would also like to have all the information. NP requested each modification should be appropriately dated, to see when it was changed. JK suggested spending time on different sections in subsequent meetings.</p> <p>MH asked how can the school go from good to excellent? FR said it was about identifying talent. The idea is to support the personal development focus to get the bigger picture, which will change over time and will be presented to Governors in September as an overview. It will be underpinned with EK's SEND reports which show the children's progress.</p> <p>JL asked if the language used to parents and children is sufficiently aspirational? FR said the translation to experience is slightly different. The DfE tell schools to diminish the difference, but this is an inappropriate target. Regardless of how much support is offered, there is still a gap.</p> <p>JK asked about added value testing of the children. This is still done, but in a different guise. Children come in at one level and leave at another; the statistical jargon needs to be simplified. KH said the idea was to give all children an equal opportunity. FR said all staff know their aspirations, but communication to individuals can be lost in translation and sharing this is not always successful.</p>	

<p>19.4.58</p>	<p>Safeguarding</p> <p>LAC and Children in Need numbers are very low. There is a good referral system in place. AM is happy with the Safeguarding processes. Exclusions go through the correct processes.</p> <p>JK reported that the incident that took place in February between parents on the playground has now been resolved. Two of the parents involved had complained to OFSTED and the LA claiming that their children were not being appropriately safeguarded. The LADO had investigated their complaints (twice) and had confirmed that all the necessary Safeguarding procedures had been followed correctly; they were more concerned about the harassment of the Headteacher by the two parents making the complaints. JK therefore felt that governors can be reassured that safeguarding is robust in the school.</p>	
<p>19.4.59</p>	<p>Committee Reports</p> <p><u>Personnel (KD)</u></p> <p>The staffing structure will be reviewed in June once the school is aware of staffing requirements for September. The backlog of policies has been reviewed.</p> <p><u>Curriculum (KH)</u></p> <p><i>26 March:</i> EK gave a talk about how Intervention was delivered.</p> <p><i>30 April:</i> Full and complex discussion on the new Relationship and Sex Education policy document in relation to parental concerns about it. Parents will be invited with the community to discuss the school's version in June. This is to reassure parents the school is sensitive to their concerns, and the principle is to teach children to be tolerant, good citizens and develop good relationships.</p>	
<p>19.4.60</p>	<p>Strategy Group – feedback for LA Feasibility Study on the future for Calcot Schools</p> <p>JK reported that two meetings were held in February and March to look at the responses from staff and governors to the questionnaire. A draft document was subsequently prepared to present to the LA about what the school would like to achieve. NP said he was impressed with its thoroughness, but he was concerned about certain areas and questioned what was in circulation in relation to confidentiality. Governors felt the list of non-negotiables is quite long. FR recommended some of these be grouped together. The PAN is fundamental – she doesn't want to see a 60 PAN school with a full quota, as this would mean 30 children in each class, and feedback from parents is that they like the fact that the school has smaller class sizes. However, at present the school needs more than 77 PAN to fund levels of staffing. The school in its present state could not cope with a 90 PAN; there is a dire need for more withdrawal spaces to cope with SEND and children with mental illnesses. All the special provisions need to be highlighted to attract new children; a significantly better school is needed if it is to accommodate a 90 PAN.</p> <p>FR emphasised this is a confidential document at the moment while the school continues to seek advice.</p> <p>The next step is to set up a meeting with the LA to look at the different pots of money available, the health & safety aspects and viewing Calcot as a centre of excellence which the community can be proud of.</p>	

	NP asked whether the new build could happen with the old school still functioning. FR has considered this; additional provision could be made that could accommodate adult education and community sports. FR said there is a need to get the local community involved by giving the special facilities priority, she felt a 2-form entry school would undermine the community's and certain children's needs.	
19.4.61	Marketing Group – update on activities No meetings have been scheduled. This group should also review the parent pack.	
19.4.62	Policy to review <u>Freedom of Information Publication Scheme</u> Governors approved this policy. Policies to ratify <u>Charging and Remissions</u> Governors approved this policy. <u>Complaints Procedure</u> The Roles and Responsibilities should be taken off before this is placed on the website. It also requires careful proof-reading, including deleting the 'Model' part. <u>Persistent Complaints</u> The appendices should be taken off before this is placed on the website. It also requires careful proof-reading. There was a discussion regarding how complaints should be made: in writing via a form from the office.	AE AE
19.4.63	Feedback from Parents FR will report back after the Community RSE policy meeting in June.	FR
19.4.64	Governor Visits Reports Review Nothing to report for Literacy, Numeracy and ICT. H&S - a full site walk to take place by MH and MM. JL will undertake a learning-walk with EK to inform on Inclusion and SEND.	MH, MM JL, EK
19.4.65	Clerk's Items <u>Governor Training Opportunities</u> JK reminded Governors the school is no longer paying into Governors Services. MM has investigated into NGA Governor training, but <i>ad hoc</i> training can still be received from WBC. The Skills Audit should be done over the summer to find out which training is needed. <u>Governors' Day</u> JK suggested moving the Governors' Day to the autumn term to discuss the new OfSTED framework and a presentation with Tim Kuhles. <u>Governor Recruitment</u> Currently there are 3 Co-opted vacancies. In JK's opinion there is a need for more local knowledge on the governing body. JK has been trying to convince a local councillor but has had no firm response. Following the recent elections, WBC has	JK JK, FR

	FR and JL to organise SEND meeting. EK still to deliver the website stats to FR. Intimate Care Policy to be discussed with the staff. AE to discuss with MH regarding mentioning H&S in the FHSS ToR.	FR, JL EK, FR FR, JK MH, AE
19.4.51	MH to get application for a public service honour for Mary Needham. Governors to collaborate to fill in the form. JK to ask Governor Services about recognition for her long service to governorship.	MH ALL JK
19.4.56	New parent information packs to be sent to Governors for review.	FR
19.4.62	Complaints Procedure Roles and Responsibilities to be taken off before being placed on the website. Plus proof-reading and deleting the 'Model' part. Persistent Complaints appendices to be taken off before being placed on the website. Plus proof-reading.	AE AE
19.4.63	FR to report back after the Community RSE policy meeting in June.	FR
19.4.64	H&S walk-around by MH and MM. Inclusion and SEND learning-walk by JL and EK.	MH, MM JL, EK
19.4.65	The Skills Audit to be done over summer to inform governor training. Governors' Day moved to the autumn term to discuss the new OfSTED framework and a presentation with Tim Kuhles.	JK JK
19.4.66	FR to contact WBC to see if the MMR vaccination question can be added to the admission forms. FR to find out the cost of getting a new school sign.	FR FR