



## Aldermaston CE Primary School

### Minutes of Meeting (FGB 1) – Thursday 22<sup>nd</sup> September 2022- 7.30pm

**Present:** Mel Higgs – MH (Headteacher), Sam Chaventre – SC (Chair), Patricia Boud – PB, Charlotte Watchorn – CW, Chris Laney - CL, Solvej Biddle – SB, Cynthia Newman – CN, Iain Gunn – IG, Gayle Bonner - GB (Clerk)

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| <b>1</b> | <b>Welcome, Introductions &amp; Opening prayer</b>  |
|          | SC/CW welcomed everyone to the meeting, there were apologies received and accepted from CJ, JM & DS, the meeting was quorate. This was a hybrid meeting with some Governors in school and others joining via Zoom.  |
| <b>2</b> | <b>Declarations of Interest</b>   |
|          | The clerk distributed the new Business Interests forms and requested that the Governors sign and return them by the 30 <sup>th</sup> September 2022.  |
| <b>3</b> | <b>Any other business</b>   |
|          | None.   |
| <b>4</b> | <b>Chair/Vice-Chair &amp; Co-Opted Governor Vote/Vacancies/clerk appointment</b>  |
|          | <p><b>Chair/Vice-Chair Vote</b><br/>The clerk said she had not received any nominations for Chair. SC was willing to stand again as Chair. There were no objections, the Governors AGREED to APPROVE SC as Chair.</p> <p>CJ &amp; CW to stand as joint Vice-Chairs. There were no objections, the Governors AGREED to APPROVE CJ/CW as joint Vice-Chairs.</p> <p><b>DS/PB Co-Opted role</b><br/>PB has decided to step down from the board after over 6 years' service. The Governors thanked PB for her contribution and commitment to the school.</p> <p>The Governors AGREED to APPROVE DS's re-appointment as a Co-Opted Governor onto the board.</p> <p><b>Vacancies</b><br/>The clerk reported that the Diocese were now processing JM's Foundation Governor re-appointment paperwork. The Diocese will update the clerk with the new terms of office dates.<br/>The clerk has written to Parents to invite nominations for the Parent Governor vacancy. CL's term of office as Parent Governor also comes to an end on the October 2022.</p> <p>The Governors AGREED to APPROVE the re-appointment of the clerk.</p> |
| <b>5</b> | <b>Approve FGB Standing Orders/Committee Terms of Reference/R&amp;R</b>   |
|          | <p>The following Standing Orders and ToR's were distributed in advance of the meeting for the Governors to review.</p> <ul style="list-style-type: none"> <li>• Full Governing Body Standing Orders</li> <li>• Pay Committee ToR</li> <li>• People Committee ToR</li> <li>• Curriculum Committee ToR</li> <li>• HTPM Committee ToR</li> </ul> <p>The Governors all AGREED to APPROVE the Standing Orders &amp; Committee ToR's.</p> <p><b>Roles &amp; Responsibilities</b><br/>The Governors discussed PB's link role and also the need to support the new SENDCO in place. SC agreed to be the link for SEND. CL suggested CJ could be a bridge to support the SEND link role. CW suggested looking at the spread of the workload across the Governors and the various link roles and panels. The Governors discussed looking at CJ's roles. SC suggested organising a meeting between herself, CW and CJ to review the roles &amp; responsibilities.</p> <p><b>Code of Conduct</b><br/>The Governors agreed to sign and return these asap.</p>  |

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| <b>6</b> | <b>Meeting Dates 2022-2023</b>   |
|          | <p>The meeting dates for 2022-2023 were distributed in advance of the meeting. CW set the Curriculum Committee meeting dates. <b>6.1 - GB to update the meeting schedule and email it to the Governors.</b></p> <p>CW stated that the Governors needed to set their Pay Committee meeting date, the panel agreed to <b>Tuesday 4<sup>th</sup> October, 7.30pm via zoom.</b></p> <p>The Governors asked CJ to look into the Governor Christmas Dinner options for this year. <b>6.2 – CJ to look into the Governor Christmas Dinner options.</b></p>  |
| <b>7</b> | <b>Agree and approve previous minutes</b>  |
|          | <p>The minutes of FGB5 7<sup>th</sup> July 2022 were distributed in advance of the meeting for the Governors to review. The chair read through the minutes for accuracy.</p> <p><b>Matters Arising:</b></p> <p>Section 11 – CL asked MH for stats – this should be highlighted as a challenge in Green.</p> <p>The clerk was asked to add an EYFS walk onto the Curriculum Committee meeting agenda. <b>7.1 - GB to add to EYFS Walk onto the Curriculum Committee meeting agenda.</b></p> <p><b>Actions:</b></p> <p><b>14.1 – GB to undertake a safeguarding training audit – Outstanding, Open.</b></p> <p><b>8.1 - SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body – In Progress, Open.</b></p> <p>Curriculum – EYFS School walk, GB to add to the meeting agenda.</p> <p><b>6.1 - CJ took an action to go through the policy tracker and check timeframes - Outstanding, Open.</b></p> <p><b>7.1 - MH to talk with the EWO regarding attendance percentage rates to gain some clarification - In Progress, Open.</b></p> <p><b>7.2 – MH to see if she can get logins for Governors for the National College platform – IG said that logins were able to be issued. MH said the platform was good for record keeping of the various training modules that Governors undertake. MH said she needed to check the number of logins available – In Progress, Open.</b></p> <p><b>8.1 – GB to note attendance focus on the November meeting agenda – Completed, Closed.</b></p> <p><b>10.1 – GB to send out the ad hoc report form to the Governors - Completed, Closed.</b></p> <p><b>11.1 – MH to send CL the statistics for the phonics screening - Outstanding, Open.</b></p> <p><b>12.1 - All Governors to read the KCSIE policy and sign to say they have done so at FGB1 – Completed, Closed.</b></p> |
| <b>8</b> | <b>Policies</b>  |
|          | <p>The policies were distributed in advance of the meeting for the Governors to review.</p> <p>The SEND policy was still being worked on so was not available for review/approval this evening. <b>SC challenged when the SEND would be ready for review.</b> The Governors agreed to delegate the approval of the policy to the Curriculum Committee. <b>8.1 – GB to add the SEND policy to the Curriculum Committee meeting agenda.</b></p> <p><b>Designated Teacher</b></p> <p><b>Whistleblowing</b></p> <p><b>Allegations of Abuse</b></p> <p><b>CP/Safeguarding</b> – MH has reviewed the model policy to make it more bespoke to Aldermaston Primary. MH said she would be distributing the policy when it was ready.</p> <p><b>Staff Code of Conduct</b> – MH said this was for reference only and was referred to in the CP/Safeguarding policy.</p> <p><b>ECT</b> – IG distributed this as there are two ECT's employed. SC discussed that the Governors needed to have updates on the progress of the ECT's and asked MH to include an update in her headteacher report going forward.</p> <p>The Governors AGREED to APPROVE the policies.</p>  |
| <b>9</b> | <b>Headteacher Update/SDP</b>  |
|          | <p><b>HT verbal update</b></p> <p>121 children on roll with new children in the school and two new starter teachers. MH discussed the recent passing of the Queen and how the school had undertaken some reflective worship with the help of some resources provided by the Diocese. The school also put together a book of remembrance and the staff were amazing with helping the children process their thoughts.</p> <p>The Inset Day was centred around Safeguarding with the staff reviewing both the CP/Safeguarding &amp; KCSIE policies. The staff also received some revised threshold information from Children's Services. MH reported that the school were currently focussing on online safety and this would feature in the parent learning days.</p>   |

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|    | <p>MH said the return to school after the summer holidays had been quite challenging for some of the children. There was 1 suspension for half a day, this child had now returned. MH said there were also two children who had been permanently excluded. The Governors discussed that there would need to be a Governor panel convened before the 10<sup>th</sup> October.</p> <p>MH reported that volunteer interviews had taken place, thanks to CJ and the office manager who assisted with these.</p> <p>SC asked how many volunteers had been assigned. MH said it was 4 people. SC asked how the school would be measuring the impact of the volunteers. MH said the volunteers will be allocated to hear children read and support those children that need additional support.</p> <p>MH said that 14 parents attended the residential trip meeting, CN reminded MH about the Aldermaston Charity who could assist any families in need of financial support. MH said that once the forms were all returned she would be more aware of those families needing assistance.</p> <p>The footprint visit with Barbara Hunter will be taking place next Monday morning then MH will be meeting the new Oxford Diocese contact in the afternoon. MH will be going through some of the key priorities at both of these meetings.</p> <p>The new SENDCO has now started her role and is also working with the SLT.</p> <p>The staff performance review meetings with staff will be taking place with targets being set. MH briefed on a member of staff who will be taking long term absence due to medical reasons.</p> <p><b>SDP</b></p> <p>MH distributed the SDP priorities for 2022-2023 to the Governors in advance of the meeting. MH said that a staff meeting had taken place to go through the SDP and to set the priorities for year. MH talked about the curriculum review that took place to form the priorities. MH discussed looking at the outcomes and improving other aspects of the curriculum. MH said that discussions had taken place to set the key performance indicators to measure the impact. MH discussed best practice and the monitoring that takes place by herself and IG. MH said she would welcome views on the measurements of the priorities from the Governors. MH talked about the staff handbook that had been put together including best practice information. IG talked about the importance of monitoring to ensure the consistency across the teaching staff. The Governors discussed that there would be different expectations for teaching staff and support staff in terms of the criteria being met. CL suggested that MH/IG set the measurables for the key performance indicators and then bring it back to the Governors. MH asked if the Governors were happy with the layout of the SDP. PB asked how IG had set out the expectations amongst the staff. IG said that staff were given specific clear examples on the expectations.</p> |
| 10 | <b>Chairs' Update</b>   |
|    | SC wanted to update the Governors that the school had been approached by the National Governance Association to participate in a survey, this is being funded by the DfE and will not impact on the staff workload. The survey will conduct a review of Governance and identifying the key areas for improvement. SC said that this would be useful to externally moderate the Governors. MH agreed and said this should go onto the SDP.   |
| 11 | <b>Finance Committee</b>  |
|    | <p>The committee last met for FC-103 on 8.6.22.</p> <p>The following were approved by the Governors:</p> <p><b>Finance Committee Terms of Reference</b><br/> <b>Annex 5.1 Financial Management Policy</b><br/> <b>Annex 6 Charging Policy</b><br/> <b>Annex 7.1 Lettings Policy</b><br/> <b>Annex 7.2 School Hire T&amp;C's</b><br/> <b>Annex 7.3 West Berkshire Hiring form</b><br/> <b>Annex 8 Governors Allowances Policy</b></p> <p>The next meeting is scheduled for FC-104 on 12.10.22.</p>   |
| 12 | <b>Community (People) Committee</b>   |
|    | <p>The committee last met for P4 on 14.6.22.</p> <p>The next meeting is scheduled for P1 on 11.10.22</p>  |

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| 13 | <b>Curriculum Committee</b>   |
|    | The committee last met for C4 on 23.6.22.<br>The next meeting is scheduled for C1 9.11.22   |
| 14 | <b>Safeguarding</b>   |
|    | CL submitted his Safeguarding monitoring report in advance of the meeting for the Governors to review.<br>CL reported that he had completed his Safer Recruitment training.   |
| 15 | <b>H&amp;S/Premises</b>   |
|    | The first fire drill was undertaken and went well, high visibility jackets have been donated to the school. A window was broken but this was now fixed.   |
| 16 | <b>Church School Matters</b>  |
|    | In her absence JM submitted her report in advance of the meeting for the Governors to review.<br><br>We are looking forward to welcoming the school at the Harvest Service on Tuesday 4 <sup>th</sup> October and commissioning the new Worship leaders during the service.<br>I am enjoying being back in the school for Collective Worship each Tuesday and then seeing the Wrens, where we are currently looking at the Creation Story. On Tuesday the children had fun creating the world and it was wonderful to see how they engaged with the activity and used their imaginations.<br>During the Autumn I will be creating a prayer space in the church to be used by anyone, using the Pear Prayers which are now in each classroom.<br>I will be meeting up with Mel soon to discuss how the Church can engage with the School during Advent and Christmas.<br>I am also planning a monthly A4 newsletter to go out to all the school parents highlighting events and special services in the church. The first edition will come out in October.<br>Revd Jane Manley<br>22.9.22<br><br>CN asked about the newsletter that JM was sending out, how is this sent out. MH said it goes into the school newsletter.   |
| 17 | <b>AOB</b>  |
|    | None.   |
|    | <b>Actions</b><br><b><u>FGB5:</u></b><br>14.1– GB to undertake a safeguarding training audit – <b>Outstanding, Open.</b><br>8.1- SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body – <b>In Progress, Open.</b><br>6.1 - CJ took an action to go through the policy tracker and check timeframes - <b>Outstanding, Open.</b><br>7.1 - MH to talk with the EWO regarding attendance percentage rates to gain some clarification - <b>Outstanding, Open.</b><br>7.2 – MH to see if she can get logins for Governors for the National College platform – IG said that logins were able to be issued. MH said that the platform was good for record keeping of the various training modules that Governors undertake. MH said she needed to check the number of logins available – <b>In Progress, Open.</b><br>11.1 – MH to send CL the statistics for the phonics screening - <b>Outstanding, Open.</b><br><b><u>FGB1</u></b><br>6.1 - GB to update the meeting schedule and email it to the Governors<br>6.2 – CJ to look into the Governor Christmas Dinner options<br>7.1 - GB to add to EYFS Walk onto the Curriculum Committee meeting agenda<br>8.1 – GB to add the SEND policy to the Curriculum Committee meeting agenda |

Signed:

Date:

**Meeting closed 9.55pm.**