



Aldermaston CE Primary School Minutes of Meeting (FGB 1) – Tuesday 5th October 2021- 7pm

Present: Mel Higgs – MH (Headteacher), Sam Chaventre – SC (Chair), Dave Shirt – DS, Cathy Jones – CJ, Charlotte Watchorn – CW, Revd Jane Manley – JM, Patricia Boud – PB, Chris Laney – CL, Solvej Biddle – SB, Iain Gunn – IG, Gayle Bonner - GB (Clerk)

This meeting was held via MS Teams

1	Welcome, Introductions & Opening prayer
	SC welcomed everyone to the meeting, there were apologies received and accepted from CN & EJC, the meeting was quorate. SC handed over to JM to conduct the opening prayer.
2	Declarations of Interest
	The clerk distributed the new Business Interests form and requested that the Governors sign and return by this coming Friday. 2.1 – All Governors to return their declaration of business interest.
3	Any other business
	CJ – Online conference & Governor Christmas Meal MH - Y6 Trip outline CW - Pay Committee
4	Chair/Vice-Chair & Co-Opted Governor Vote/Vacancies
	<p>The clerk notified SC in advance of the meeting that her term of office was due to end 21.10.21. The Governors discussed SC moving from her Parent Governors role into the Co-Opted Vacancy. There were no objections and the Governors AGREED to Co-Opt SC back onto the board.</p> <p>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>The clerk received a nomination for CJ & CW to stand as joint Vice-Chairs. There were no objections, the Governors AGREED to APPROVE CJ/CW as joint Vice-Chairs.</p> <p>The clerk discussed DS & PB's rolling Co-Opted role. DS & PB were happy to be Co-Opted for another 1-year term. There were no objections, the Governors AGREED to APPROVE.</p> <p>The Governors AGREED to APPROVE the re-appointment of the clerk.</p> <p>The clerk would now write to Parents to invite nominations for the Parent Governor vacancy.</p>
5	Approve FGB Standing Orders/Committee Terms of Reference/R&R
	<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">• Full Governing Body Standing Orders• Pay Committee ToR• People Committee ToR• Finance Committee ToR• Curriculum Committee ToR• HTPM Committee ToR <p>The Governors all AGREED to APPROVE the Standing Orders & Committee ToR's.</p> <p>Roles & Responsibilities</p> <p>The clerk distributed the Governing Body roles and responsibilities in advance of the meeting to review. The clerk added SB, CN & JM who were not on the document. SC said that herself MH & CW met to discuss the roles and responsibilities. The links agreed were for EYFS, Maths, Reading & Literacy, SEND, PP, Safeguarding, H&S, Oracy, PE, Wellbeing, Church Matters & Behaviour. The Governor panels were agreed as Complaints and Exclusions panel, Pay Committee & HTPM. JM queried if there should be a SIAMS link. MH said that Church</p>

	<p>Matters would include SIAMS and this was not due for a while. SC suggested delegating the responsibilities to the appropriate committee. MH queried PE. SC said this was chosen because of the financial link. CN had expressed an interest for the literature link. DS said he wanted to see the document prior to giving his approval. 6.1 – GB to distribute the document for the Governors to approve.</p> <p>SC discussed the monitoring package as a whole that would include the Headteacher Report, two link visits per year and the Committee reports. SC asked if MH was happy with that. MH said she was happy. JM queried having an R.E. link. SC asked MH if that came under Church Matters or was separate. MH said the school were maintained by the LA but because the school was not VA there was no statutory requirement. MH said that if this became necessary it could be added under Church Matters. CW raised that it had been discussed doing a rolling programme with staff producing reports to the Governors. SC said she had a schedule for visits that she would distribute. 6.2 – SC to distribute the schedule for link visits.</p>
6	Meeting Dates 2021-2022
	<p>The clerk distributed the meeting dates to the Governors in advance of the meeting. SC asked if there were any issues regarding the meeting dates. DS queried if meetings would be face to face or virtual. SC said that Governor childcare and keeping MH/IG at school had been considered. CJ had offered to lock up the school being a key holder. SC suggested a mixture of virtual and face to face meetings or hybrid meetings with some Governors in school and some attending virtually. DS raised the door code and asked for an update from the office manager when the code was changed. MH said she would talk to the office manager. CJ reported there had been issues with the school alarm system. MH said the technical issues had now been resolved.</p>
7	Agree and approve previous minutes
	<p>The minutes of FGB4 were recorded as the clerk was on holiday. Unfortunately, the recording failed as there was a technical issue. The Governors discussed that it would not be possible to produce any minutes for FGB4.</p> <p>Matters Arising: None raised.</p>
8	Policies
	<p>CJ circulated the policy tracker along with the following policies; Register of Pupils' Attendance 2021 Register of Pupils' Admission to School 2021 CJ said the policies had been checked with the office staff in advance. The Governors AGREED to APPROVE the above policies.</p> <p>SC asked the Governors to approve the following; Child Protection and Safeguarding Policy CL queried some of the content of the policy that was not relevant to the school. MH discussed that the policy was a WB model Policy. The clerk confirmed that the policy should not really be redacted. CL asked if the school could ask for guidance from WB regarding redacting to reflect the school. The Governors AGREED to APPROVE the policy.</p>
9	Headteacher Update/SDP
	<p>MH distributed her headteacher report in advance of the meeting for the Governors to review.</p> <p>Total No on Roll (actual numbers) (1 pupil = 0.6%) Autumn 2021 131, previous year 142. DS challenged the NOR and the impact on the future financing of the school.</p> <p>Attendance for the last academic year (2020-21) was in line with the school target at 95.7%. The school target is 96%. Absences due to Covid 19 are recorded as authorised absences. The figures for this term so far reflected that 17 children have missed 56 days due to Covid absences. The majority of these absences were sessions when PCR tests have been required. MH said that the school had been fortunate with staff attendance.</p> <p>Staffing Staff performance management evaluation meetings are scheduled to take place over the next few weeks and new performance management objectives will be set in line with the school development priorities.</p> <p>Sadly, the school said goodbye to Mrs Lunnon at the end of last term. Mrs Lunnon had been with the school for six years and worked as both a TA and a HLTA. The school have welcomed a new TA and a cover teacher for an absent member of staff. The teacher was supplied by a teaching agency but worked for many years in another West Berkshire Church of England School.</p>

CW asked for an update following on from the staff issue at the end of last term. MH reported that the issue was still ongoing, she cannot discuss further at this stage. MH said there was support from the LA to assist the school but this had impacted on the school in terms of agency staff covering. It had also been unsettling for the children and parents in terms of clarity around teaching going forward.

SDP

MH completed an early planning meeting with Rose Carberry at the start of term to establish the support required for this year – much of which has already begun, as detailed below. CW joined MH and IG for our local authority 'footprints' meeting with Barbara Hunter. This was a really positive meeting which allowed the school to celebrate school improvement successes from the previous year and plan next steps. MH said she would distribute the full SDP to the Governors. MH said she wanted to put the one page SDP onto the school website.

SDP updates:

Priority 1: Whole School Curriculum

- Staff meeting time used to go over expectations of subject action plans, establish monitoring expectations and provide exemplar subject leadership documents. There are standardised formats for subject folders to make information easy to find for external inspections.
- CPD attended by staff so far this term includes the West Berkshire PE Conference, launch of Mobius maths hub initiatives and EYFS developing curriculum training.
- Signed up to work with the West Berkshire Computing Hub on curriculum development.

Priority 2: Inclusion and diversity

- MH has attended an initial meeting and has accepted an invitation for the school to work with the West Berkshire mental health support team. This initiative will give better access to support and advice for children who are experiencing difficulties with their mental health.
- MH and IG have met with Tina Allison who is a Deputy Head and a qualified SENCO from another local authority school. She was able to give advice on approaches to SEND to support with the current absence of a SENCO and is sharing information on developing a class needs assessment model to ensure interventions are cohesively planned, delivered and evaluated.
- A staff meeting has been used to revisit our responsibility to promote equality of opportunity and diversity and to be proactive in tackling discrimination. We have planned engagement in Black History Month, which was one of the actions resulting from our diversity curriculum audits last academic year.
- Maths tuition delivered through Third Space Learning (part of the national tutoring programme) has already started for disadvantaged children, following on from their work in the Summer Term.
- Contact has been made with the LA lead on provision for disadvantaged children and he will work with IG on further developing the school offer.

Priority 3: Oracy

- See note re ECAT below.

Priority 4: Developing EYFS

- Both MH and KM (class teacher) have accessed the LA's online training offer in relation to the new EYFS framework. Training is ongoing throughout this year to support EYFS curriculum development.
- Sarah Whatmore, the local authority EYFS consultant, has already visited twice this term. She met with MH and KM to establish priorities and look at our EYFS action plan and has also spent a morning working in the classroom with KM and the new intake of children.
- As a result of initial discussion with Sarah, the school signed up for Every Child a Talker (ECAT) in EYFS and whole staff training has been scheduled. This initiative will also form part of our work towards SDP Priority 3 this year.
- Obtaining quotes from a range of companies for substantially developing the outside area for EYFS.

Priority 5: Community

- Planned opportunities for children to contribute positively to their community include the Swimathon and a West Berkshire Foodbank appeal. The Swimathon took place on Saturday 11th September when a team of 52 children, along with some parents and teachers, swam 1,300 lengths and raised £836 for Cancer Research UK. The opportunity to make donations to the Foodbank will be launched at the Harvest Service.

	<p>Next -> Ofsted progress meeting with Rose Carberry, CJ, MH and IG scheduled for Tuesday 19th October.</p> <p>SC queried the management team priorities, was there anything that MH/IG are working on for the Rose Carberry visit. MH said that Ofsted inspections had commenced again and she wanted to make sure that staff are confident around the footprint findings, their subject monitoring and the next steps. MH said the school also needed to ensure the SEND provision was being met. IG said it was about the preparation, continuation and consistency across the staff.</p> <p>CJ asked when Ofsted could visit the school. MH said the school were in the window but this could be as long as two years. CJ asked how confident MH was if Ofsted visited tomorrow. MH said that it would be challenging but there were records of the work that has been undertaken. CJ asked if there was any practical help that the Governors could offer. MH thanked CJ for her offer.</p> <p>CW discussed her Ofsted executive summary document which was nearing completion. CW said she would be happy to have zoom sessions with Governors to go through the document. SC thanked CW for her work.</p>
10	Chairs' Update
	SC said she was awaiting the Leadership Forum dates from WB. SC said she was happy for other Governors to attend if they wished.
11	Finance Committee
	<p>The committee last met for FC-99 on 15.6.21. The next meeting is scheduled for FC-100 on 2.11.21.</p> <p>DS reported that the Finance Officer had completed the Financial Audit. MH said the Finance Officer had done a great job, she was now awaiting the actions. DS had no further updates at this stage.</p>
12	Community (People) Committee
	<p>The committee last met for P5 on 6.7.21. The next meeting is scheduled for P1 on 19.10.21 CJ said she would be sending CL the dates for the committee meetings and thanked him for joining the committee.</p>
13	Curriculum Committee
	<p>The committee last met for C4 on 23.6.21. The next meeting is scheduled for C1 on 14.10.21. 13.1 - CW to email GB the items for the agenda for her to distribute to the Governors.</p>
14	Safeguarding
	<p>Harmful sexual behaviour Following on from the publication of Ofsted's review into sexual abuse in schools and colleges, a staff meeting was held to reflect on how the school could address the findings. Staff are alert to harmful sexual behaviour and recognise that the work they do at primary school can have a positive impact on preventing the development of harmful behaviours in the future. Opportunities to address the roots of harmful behaviour were identified in the curriculum – e.g PSHE and computing.</p> <p>Safeguarding records Safeguarding records for children who left at the end of the last academic year have been securely delivered to their new schools.</p> <p>New school year Actions</p> <ul style="list-style-type: none"> • Safeguarding update delivered as part of INSET training – this included reviewing KCSIE '21 changes and new CP policy, particularly around reporting low level concerns about staff and volunteers. Focused on PREVENT with teachers revisiting and completing online training in this area. Training slides and associated documents were shared with all staff, not just those in attendance on the day. • Review of new CP policy, amended to reflect school information, shared with staff (who have signed to confirm they have read this document), copies in safeguarding folder, red boxes and school website. • All staff have read KCSIE '21 and signed a register. • Review of safeguarding records in relation to individual children to identify any necessary follow up actions or monitoring required. • MH and CL (Safeguarding Governor) to meet for S175 safeguarding audit (audit request usually received in late October with a December deadline for completion).

	<p>The Governors were sent the KCSIE Policy along with the summary of changes. All of the Governors were instructed to read Part 1 & 2 of the policy. CJ asked if the Governors should undertake the KCSIE quiz that MH distributed to staff to complete. CL reported there were a few Governors who had not completed their Safeguarding Training. CJ alerted the Governors to the NGA Safeguarding module. SC asked all Governors to undertake the module. 14.1 – All Governors to complete the NGA Safeguarding training module. JM queried if Governors should undertake Prevent training. CL said this was not a statutory requirement and Prevent was being phased out by the Government.</p> <p>JM discussed the Safeguarding Training run by Brimpton Primary where other schools are permitted to attend.</p>
15	<p>H&S/Premises</p> <p>The revised school Covid 19 Risk Assessment was shared with all staff at the start of term and was also provided to governors. Measures get reviewed on a weekly basis and staff are encouraged to share any concerns or suggestions. The removal of bubbles, staggered start times and other measures was initially quite unsettling. However, the benefits for children have been huge and they are really enjoying the return to whole school collective worships and shared break and lunchtimes.</p> <p>There was one report made on Crest since the last headteachers' report. During the summer term, a child was injured when they fell over playing on the school field and fractured their collarbone. Appropriate first aid was provided and parents were alerted promptly and sought medical advice.</p> <p>INSET days at the end and start of term were used to deliver paediatric first aid training. There are now eleven members of staff with this level of first aid qualification.</p> <p>MH reported there was now new bark on the outside play areas.</p>
16	<p>Church School Matters</p> <p>The Christian value for Autumn Term (1) is compassion, children are focusing on bible stories like the good Samaritan and thinking about how compassion inspires us to take action to help others. As of this week, the Wrens (EYFS) have been joining in for collective worships. Reverend Jane has been leading collective worship and can hold singing assemblies once again. The Harvest Festival service will take place at St Mary's church on Tuesday 5th October and will be led by Kingfishers Class. As part of the service, the team of Year 6 worship leaders will be commissioned.</p> <p>The Diocese link advisor, Robin Sharples, has booked an initial meeting with MH to review the last year and receive and update on SDP priorities. The school also hope to reschedule the 'Church Schools in Modern Britain' training which was cancelled last term.</p> <p>JM said she was putting together a guide for the children about the church. JM is working with Brimpton on quiet prayer zones for advent. This will be circulated around the schools. JM said that the remembrance service was also being planned.</p>
17	<p>AOB</p> <p>CJ – National Conference</p> <p>CJ attended the National Church of England School Governors Conference. CJ said she would send out the supporting materials. 17.1 – CJ to circulate the conference training materials to Governors. CJ discussed the focus of the conference. The value of tenacity and imagination. Ensuring clarity of vision, ethos and strategic, importance of community relationships, informed choices, excellence should be strikingly normal. The ability to say we did this and this was the impact. The Arch Bishop of York and the Head of SIAMS were in attendance. CJ discussed linking FGB meetings with the termly value and linking with the learning skill. CJ recommended reading the materials, they were very interesting. CJ said she was reviewing the SDP to look at the key focus areas for the Community Committee.</p> <p>SC raised the Governors CPD, this remained important in terms of Ofsted but it's also important for the Governors to keep up to date with the latest guidance. SC suggested the Governors undertook three CPD modules per year.</p> <p>CJ said she had booked the Governor Christmas Party – Hinds Head – Wednesday 15th December 2021 6.30pm/7pm. CJ said the menu would be available soon.</p>

	<p>SC suggested holding a tea and biscuits session or breakfast session for Governors to come in and meet staff. MH said that would be lovely, please could there be adequate notice. SC suggested this takes place in December at some point.</p> <p>Y6 Residential Trip 20 children to Manor Adventure All approved by the Evolve system. MH lead teacher in charge.</p> <p>Pay Committee TW was previously the Chair of the Committee who meet once a year to approve the recommendations of the pay policy. SC asked SB to join this Committee for future proofing and SB has the expertise. MH said the committee should meet late October. SC asked CW if she was happy to continue on the committee with herself and SB. SB said she was happy to continue.</p> <p>JM - School Alarm JM asked what the procedure was if the school alarm was activated again, JM lives next door. MH stressed that nobody should go to the school alone and that the police should be called. MH reassured JM that the issue had been fixed, a spare part has also been ordered just in case.</p> <p>SC asked MH if SB and CN were able to come into the school as they had not been able to visit the site yet. SB said she would come up with some dates.</p>
	<p><u>Actions</u> 2.1 – All Governors to return their declaration of business interests 6.1 – GB to distribute the R&R document for the Governors to approve 6.2 – SC to distribute the schedule for Governor link visits 13.1 - CW to email GB the Curriculum Committee agenda items to distribute to the Governors 14.1 – All Governors to complete the NGA Safeguarding training module 17.1 – CJ to circulate the conference training materials to Governors</p>

Signed:

Date:

Meeting closed 8.41pm.