



Aldermaston CE Primary School

Minutes of Meeting (FGB 3) – Thursday 3rd February 2022- 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, Cynthia Newman – CN, Iain Gunn – IG, Solvej Biddle – SB, Elizabeth Jeff-Coate – EJC, Chris Laney – CL.

This meeting was held via Zoom

1	Welcome, Introductions & Opening prayer
	SC welcomed everyone to the meeting, there were apologies received and accepted from the clerk, the meeting was quorate. SC handed over to JM to conduct the opening prayer.
2	Declarations of Interest
	None raised.
3	Any other business
	DS – Platinum Jubilee CW – reschedule Christmas Dinner EJC – Patterns for Pears
4	Parent Governor Vacancy
	SC raised that the clerk had undertaken the parent governor nomination process. There have been no new applications submitted for this vacancy. MH said that before Christmas was a very busy time for people. SC suggested putting the advert in the newsletter with a more targeted advert. SC discussed also putting something in the local newsletters. CJ said that she was about to put the March newsletter together so SC could submit the advert. 4.1 – SC to write an advert for the Parent Governor vacancy to send to CJ for the Parish Newsletter. SC asked Governors to think about their contacts. CJ reported that the PTA were currently struggling to attract members. CJ felt it was important to be able to set up some face to face events for parents. MH said there was a new intake in September 2022 and a coffee morning could be scheduled. DS agreed that there needed to be more parent representation. SC discussed the challenges of Covid and attracting parents onto Governing Bodies, this was not unique to Aldermaston.
5	Agree and approve previous minutes
	The FGB2 minutes of 25 th November 2021 were reviewed by the Governors and signed off as a true record of the meeting. Actions/Matters Arising: 14.1 – All Governors to complete the NGA Safeguarding training module – Ongoing, Open. 4.1 – CW to place an advert for the parent governor vacancy on the PTA Facebook page - CW said this was done but she needed to do it again – Ongoing, Open. 8.1 – Pay Committee to review the final version of the Pay Policy – SC reported this was completed by the Pay Committee – Completed, Closed. 9.1 - CJ to note staff turnover for the People Committee agenda – CJ said this was completed and would be reported upon in the meeting, Completed, Closed. 10.1 – SC to suggest some Governor training dates to the SIA and report back – SC reported that unfortunately the training had to be cancelled due to the trainer having a family emergency. JM reported that the trainer was not back to work yet. SC said she wanted to be sensitive around this and said she would ask the Clerk to contact West Berkshire in terms of alternative trainers – Ongoing, Open. DS queried the version of the minutes that were being approved as there were two versions on GovernorHub. SC said the minutes being approved were version 2. DS queried section 8 policies, bullet points, school hire. SC said the clerk would make the change.
8	Policies
	CJ said there were no new policies to bring to this meeting. The next tranche of policies is currently being reviewed and would put forward at the next meeting.

9	<p>Headteacher Update/SDP</p>
	<p>MH distributed her report in advance of the meeting for the Governors to review. Total No on Roll (actual numbers) (1 pupil = 0.6%) 19/20 20/21 Autumn 131 142 Spring 130 141</p> <p>MH wanted to highlight the increase in pupil mobility that had taken place. There were 5 children who left the school and 5 children who had joined. MH discussed the reasons for the children leaving the school that included two children who had moved out of the country and another child who had moved out of the catchment area. MH reported that one child was being home educated. MH highlighted that nationally there had been a significant increase in children in home elected education. MH said this had been a theme that had come out of Covid.</p> <p>DS asked MH if she had any projections for the intake in September 2022. MH said she had no new updates to provide and was looking at around 125.</p> <p>CN queried if the child who had joined the school from abroad had any language issues. MH said it was quite possible but it was too early to say at this point. MH reassured the Governors that assessments were being undertaken and if support was required for the child, the school would contact the EMTAS team at West Berkshire.</p> <p>Attendance MH said the attendance of 94.3% was not where she wanted it to be but had been given reassurance by the EWO that the figures were comparably good in the local authority. MH discussed the review that took place that identified children to monitor (below 90%) and those to follow up with an initial concerns letter (below 85%). Those in the latter 3 categories will have their attendance data reviewed again at the end of Spring Term (1) to check for improvement. Children in both categories were flagged to class teachers. During a planned visit to a local travellers' site, our EWO and EMTAS representative were able to conduct a check on a family we had flagged for attendance concerns. They were able to give the family advice on attendance and confirm the wellbeing of the children. DS alerted MH to a planning application that had been submitted for Paices Hill for 9 permanent pitches on the site, this could impact on the school.</p> <p>SC queried the children who were below the 90% attendance rate. SC queried what the numbers of children were. MH said she would have to check this and report back to SC. SC suggested at the next meeting there was an update to see the impact of the letters to parents and the strategies in place. 9.1 – GB to note the impact of attendance procedures for the next meeting agenda. CJ queried if MH felt there would be more parents submitting holiday requests in term time now that Covid rules were relaxing. MH said this was a very good point and we could look at this at the next meeting.</p> <p>This term, the school have had one family choose to move to elective home education for their child. The family engaged in constructive discussions around the reasons for their decision and were grateful for everything the school has done for their child. The decision has been notified to the local authority elective home education officer. The school completed the EWO consultation to discuss specific families and review attendance data. The EWO was happy with the current approach and the next consultation will follow up on those families flagged to review how they have responded to the initial letter.</p> <p>Complaints MH received two complaints regarding cancelling the nativity performance. MH wrote back to the parents and explained the reason for the cancellation and the need to put the health & safety of the school community first.</p> <p>Wraparound Care MH reported on the complimentary feedback from parents and the Oak's staff in relation to the Office Managers additional work and effort to maintain wraparound care as far as possible whilst also sourcing and setting up additional clubs and for her work in helping to establish Aldermaston Oaks. SC asked if the Governors should write to the Office Manager to thank her for her work. SC said that strategically without wraparound care the school significantly reduces its offer to prospective parents. MH said this would mean a lot to the Office Manager in terms of recognition. CW offered to draft a letter to send to the Office Manager. 9.2 – CW to draft a thank you letter to the Office Manager for her efforts and commitments regarding the before and after school provision.</p>

Safeguarding

The school made no referrals to children's services since the last headteacher's report. The school have one family currently undergoing an assessment by Children's Services as a result of a referral made by an external agency. No children are currently under a CIN or CP plan.

On 7th December 2021, MH and CL met (virtually) to complete the S175 safeguarding audit which has been submitted to the local authority. A copy of the action plan was distributed.

The INSET training day on 4th January reviewed the case of Arthur Labinjo-Hughes. The training materials have been shared with all staff. During our recent Covid outbreak, vulnerable children who were isolating received regular visits to drop off food parcels and work. Regular contact was maintained as part of our safeguarding duty towards these children. The school have recently completed some additional work with one of the classes in response to a parents' concerns raised about activities outside of school involving social media. The work completed focused on how to manage online discussions in 'friendship' groups and included how to identify unsafe or upsetting behaviour, the impact this could have on others, self-help (including blocking) and when to talk with an adult. It also looked at 'consent' in the context of saving and sharing images. Online safety is a recurring part of our school curriculum. The school have clear expectations in relation to the use of learning tools in school and plenty of links on the computing website page to support families in keeping children safe online at home. The school use newsletters to remind parents of these resources and make them aware of useful publications. Most recently, a link was published to the Children's Commissioner's advice on how parents can help keep children safe from peer on peer abuse or sexual harassment. Next Steps - Safer internet day & Safeguarding triads peer review meetings.

JM announced the Brimpton Primary Safeguarding training day that was taking place on the 8th April 2022. JM said Brimpton were charging a small fee for other schools to attend.

School Improvement

INSET training on 4th January was used to deliver a safeguarding update in relation to Arthur Labinjo-Hughes. 'Healthy Living Week' and had an update on Disadvantaged Charter and PPG Strategy.

Staff meetings this term included: -

- Reading expectations - included an updated approach to ensure all adults follow the same process when hearing individual readers
- Oracy – revisiting the importance of this SDP priority and looking at the progression materials for the four strands and ideas about how to integrate oracy provision in lessons
- Maths mastery approach and links to Oracy Staff are continuing to access individual training linked to their roles in school, e.g. Early Years training on how to support early language development, Computing Hub needs assessment, RE network meetings on use of knowledge organisers and Mastering Number sessions by the Mobius Maths Hub. Support staff are receiving regular weekly training sessions throughout the term with recent topics including behaviour management and safeguarding. Inclusion All teaching staff received individual support sessions with our CALT advisor to review SAPS and TTP to ensure targets were closely aligned to recommendations from external reports and refine planned provision. Staff reported finding these sessions hugely informative and helpful and they were an effective way of quality assuring our practice for individual children. Year 2 phonics screening Continued focus on reading as a priority and impact of well implemented intervention. SC said this was a wonderful result, was there any historic data available from the last report. MH said the results showed that at the last assessment it was evident that there was an upward trajectory. SC asked CW to add this update onto the Ofsted slides.

DS asked if the school were still struggling to find staff. MH said it had been very tricky to cover staff absences in terms of finding agency cover. MH said there were currently adverts in place for the staff vacancies. SC asked about the implications on staffing in terms of the SENDCO vacancy. MH said it would no be appropriate to discuss this at the moment in this forum.

Partnership, Collaboration and Enrichment

The school were very happy to be able to deliver a whole host of lovely planned enrichment experiences for the children during the Christmas period including our whole school trip to the Watermill Theatre, House Group learning mornings, Art and D&T glass fusion workshops, nativity performance, Advent Service, Father Christmas class visits and Christmas Lunches. All delivered in a Covid secure way whilst ensuring the children made many happy memories.

Healthy Living Week

A commitment to the children for healthy living week was that every child in the school would enjoy: -

- Trying a new sport
- Walking a mile every day
- A daily period of mindfulness or reflection
- A lesson on the importance of talking about feelings (mental wellbeing)
- A lesson on the importance of eating a balanced diet
- A lesson on sleep requirements and the benefit of sleep
- An opportunity to cook/prepare a healthy meal or snack

A celebration of new learning and experiences in our Friday celebration assembly Instructor led activities included caving, hockey and parkour. It was very important that this event tied closely with the science and PSHE curriculum units for this term. The school have continued the work on wellbeing as a school community by encouraging and giving children the tools to look after their own wellbeing through getting plenty of sleep and recognising and talking about their feelings.

Swimming

It has been difficult for parents to keep up with swimming lessons and regular opportunities to swim during the pandemic. The school offered catch up on swimming lessons this term with all the Year 3 and Year 4 children along with a couple of other identified vulnerable children who are attending an intensive few weeks of swimming lessons at Tadley Swimming Pool.

New nursery at the Cedars

The school have had an extremely positive initial meeting with staff from the new nursery which will be established in the building that hosted the Cedars School. The school showed them around the school and talked about the current school priorities and the Aldermaston community. The school also explored some early ideas about joint projects and collaborations.

Aldermaston Oaks

The Oaks wraparound provision begun on Monday 31st January. The team held meetings with parents last term to answer queries about the proposed provision. Since then, they have established a core team of staff for Aldermaston and, despite lower than expected numbers, have worked with the school to provisionally open a breakfast club. The continuation of this aspect of wraparound care will be dependent on financial viability in the long run but the Oaks have committed to running this until at least 7th April.

Clubs and enrichment

It's worth noting the fantastic range of additional opportunities available for children through the clubs that run at school. During this term, the school have hosted gymnastics, judo, street dance, Lego, drama, basketball, tech club, computing challenge club, gardening club. The school have musical tuition available for guitar, violin, piano, drums and woodwind.

Health & Safety

MH reported that managing Covid 19 has been enormously challenging this term. Overall, 44 children and 6 staff have had periods absent as the result of a positive Covid test since the start of the year. In addition, there have been further staff absences linked to compassionate reasons and the normal range of other illnesses/medical appointments expected in a normal term. MH has continued to attend local authority Covid meetings and to consult with colleague headteachers at other local schools to maintain an awareness of the local picture. Primary schools in West Berkshire have been hugely affected by Omicron and this looked likely to continue in the short term.

10

Chairs' Update

SC thanked MH for her extensive update and discussed the immense challenges faced by the school. SC expressed thanks to the whole staff for their work. SC asked if there was anything that the Governors could do in terms of staff wellbeing to support the school. MH said that as of today the cases were dwindling and she would then be able to consider having treats and coffee mornings for the staff. DS asked if there were any serious cases of Covid amongst the children or staff. MH said that some parents had experienced some serious illness but not the children or staff. **10.1 – CJ took an action to schedule a staff coffee morning when possible.**

Governor Development Plan

SC reported on the progress of the Governor Development Plan and discussed reviewing it again at this meeting. There is nothing on the plan that is out of date at present.

	<p>Link Visits</p> <p>SC discussed these had not been taking place as the board would have liked due to Covid but some visits had taken place. CJ undertook her visit and CW was scheduled for a Maths Link visit tomorrow. CN also completed her link visit with English. CN reported that she was still getting used to how link visits are conducted, they have changed significantly over the years. SC asked if there were any visits pending. CJ/CN said the EYFS and Oracy link visits were due. PB said she was waiting to conduct her SEND visit. The Governors agreed to conduct these after the half term due to IG/MH teaching commitment at present.</p>
11	<p>Finance Committee</p> <p>Cedars – DS agreed with MH that the Cedars were very keen to be involved with the community. The committee were next due to meet for FC 101 on 9.2.2022, however this has now been rescheduled for 2.3.2022, this would allow for more reporting time for the Finance Officer. MH thanked DS for supporting the Finance Officer. DS discussed the budget submission and SFVS that would be recommended to the FGB. DS queried the PE budget. MH said she would work on this and could verbally report back to DS. SC asked if this could be postponed for now. DS said the finance committee always review the PE budget at their meetings. DS reported that RE no longer had access to MS Teams, could anybody share their access please. SC said she would be able to help.</p>
12	<p>Community (People) Committee</p> <p>The committee last met for P2 on 18.1.22. The draft P2 minutes were distributed in advance of the meeting. CJ highlighted the key areas that were discussed. The first was staff wellbeing, the Committee asked MH to feedback to the staff the Governors thanks for their stoic work during Covid. MH/IG discussed the challenges of delivery Therapeutic Thinking and being consistent across the school. MH said there was a high level of stress for the staff in terms of change. CJ discussed the development of the prayer spaces in the school. JM has been working with Brimpton on this. In each classroom there would be a specific prayer space where children and adults can have some quiet reflected time. CJ discussed Aldermaston having Pears for Prayers with crochet pears. CN said the local craft group had been working on this for the school. MH said this was lovely for the community to be involved with. JM asked MH if she should work with the class worship leaders. MH said it would be nice to lead a prayer circle with the children. JM reported on her follow up with a member of staff who she was scheduled to meet next week. JM suggested having a space in church where the children can have a dedicated area and have displays of work. PB said the agenda needed changing to reflect the change from People to Community. 12.1 – GB to update the agenda ‘People Committee’ to ‘Community Committee’ in line with the change name.</p>
13	<p>Curriculum Committee</p> <p>The committee last met for C2 on 13.1.22. The clerk distributed the C2 minutes in advance of the meeting. CW discussed the new teacher report template. There was an amendment made following the Geography & History reports submitted to the Committee. The committee fed back to the teacher who had clearly demonstrated the impact and implementation of the Curriculum. The Committee also reviewed the Ofsted document and added some updates. CW said the Committee decided that key documents would be identified and shared in the Ofsted folder on GovernorHub. There would also be a hard copy available for any Governor to access the information when the Ofsted call comes. SB raised her website audit and reviewed the content in terms of the Curriculum. SB queried some of the information available to parents on the Curriculum. MH agreed and said the easiest thing to do was to have a set statement alongside the Curriculum section to signpost parents to more information. 13.1 – MH to add statements on website in relation to SB’s comments on the website checklist. SB said that overall the compliance was very good. MH thanked SB for her help and said she needed to talk to the IT Manger to get the changes actioned. SB said this had been a really good learning exercise. CW thanked SB for her thorough work. CW discussed the importance of the website and that Ofsted review the website in advance. The Governors discussed the comprehensive work behind the scenes on the website which had improved it immensely.</p>
14	<p>Safeguarding</p> <p>Section 175 Audit</p> <p>CL discussed the outstanding action relating to the lack of continuing development for Governors around Safeguarding. CL talked through a presentation from the police around safeguarding. This can demonstrate the Governors experience in Safeguarding to Ofsted. The presentation outlined why Safeguarding was critical and the Governors responsibility. CL discussed the cases that had formed the update to the KCSIE policy including peer on peer abuse, sexual exploitation and online abuse. CL briefed the Governors on MASH, Multi-Agency Safeguarding Hub. Any referrals that are made through the school would go through to the MASH team. CL discussed the categories of children at risk and how these are flagged up in school. CL discussed the importance of being able to evidence safeguarding compliance in the school to Ofsted. CL signposted the Governors to the</p>

	West Berkshire Safeguarding Children Partnership resources. CJ asked if this presentation could be added to the GovernorHub Ofsted folder. DS queried if the MOD police should be involved. CL said the MOD police were very restrictive in terms of their jurisdiction. SC thanked CL for this valuable update to the Governors.
15	H&S/Premises
	CL reported he was in school this week to meet with the Office Manager. The H&S audit is scheduled for after the half term. There were no urgent concerns raised. CJ raised the H&S policy that needed amending. MH said she was working on this with the Office Manager.
16	Church School Matters
	The advent Service was held as a whole school and were very grateful to Reverend Jane for agreeing to conduct the service in our school hall. The Service was led by our Year 6 children who delivered their readings beautifully and the hall was filled with music, both sung and performed by talented musicians. JM said the service was wonderful and very emotional. The Christian value for Spring Term (1) is forgiveness. The learning hero for this term is the team worker and the linked British value is mutual respect. JM was due to meet with MH to discuss Ash Wednesday.
17	AOB
	<p>Training SC discussed the West Berkshire Training dates that were provided by the clerk to the Governors in advance of this meeting. CW has been booked onto the Leadership Forum on the 16th February 2022. SC discussed the various opportunities available. 17.1 - ALL sign up to any governor training supplied on the agenda, send any requests to the clerk so she can book.</p> <p>Platinum Jubilee CN discussed the planning committee that would like to involve the school with the various activities. There will be a beacon and a flower festival in the church along with a possible picnic in the wharf. The plans are not finalised as yet. CJ discussed issuing commemorative mugs for the staff and children. CJ said she had discussed the events with the PTA. DS said that previously Wasing Lane had been closed. CJ said this would not happen this year. DS suggested involving the Cedars School in the celebrations. DS asked about the green canopy initiative. MH said she was happy to get the children involved with tree planting. SC asked for all the details to be put into the newsletters. JM asked MH where half term fitted in with the Jubilee. JM said the church had been contacted about a tree for the school and it was delivered. The tree was currently being cared for by a member of staff as it arrived quite poorly. SB said she had just planted some trees in her village from Greenham Common. 17.2 - CN to send the finalised plans to the Office Manager for the school newsletter.</p> <p>Patterns for Pears CJ said she would send out the information to the Governors on this.</p> <p>Christmas Dinner CJ said she would propose some dates to reschedule the Governors Christmas dinner.</p> <p>SC said the Governors had met their objectives for the meeting and thanked MH/IG. Next Meeting – FGB4 28.4.2022, 7PM</p>
	<p>Actions</p> <p>14.1 – All Governors to complete the NGA Safeguarding training module</p> <p>4.1 – CW to place an advert for the parent governor vacancy on the PTA Facebook page</p> <p>10.1 – GB to check with West Berkshire if they have an alternative trainer available in Barbara’s absence</p> <p>9.1 – GB to note the impact of attendance procedures for the next meeting agenda</p> <p>9.2 – CW to draft a thank you letter to the Office Manager</p> <p>12.1 – GB to update the agenda to change ‘People Committee’ to ‘Community Committee’ in line with the change name</p> <p>13.1 – MH to add statements on website in relation to SB’s comments on the website checklist.</p> <p>17.1 - CN to send the finalised plans for the Jubilee to the Office Manager for the school newsletter.</p> <p>17.2 - ALL sign up to any governor training supplied on the agenda, send any requests to the clerk so she can book.</p>

Signed:

Date:

Meeting closed 9pm.