



**Aldermaston CE Primary School**  
**Minutes of Meeting (FGB 4) – Tuesday 4<sup>th</sup> May 2021- 7pm**

**Present: Mel Higgs – MH (Headteacher), Sam Chaventre – SC (Chair), Dave Shirt – DS, Cathy Jones – CJ, Iain Gunn (IG), Thomasina Ward – TW, Revd Jane Manley – JM, Solvej Biddle – SB, Elizabeth JeffCoate – EJC, Gayle Bonner - GB (Clerk)**

**Observing: Cynthia Newman (to be appointed LA Governor)**

**This meeting was held via Zoom.**

<b>1</b>	<b>Welcome, Introductions &amp; Opening prayer</b>
	SC welcomed everyone to the meeting, JM conducted the school prayer. There were apologies received and accepted for CW, CL and PB, the meeting was quorate.
<b>2</b>	<b>Declarations of Interest</b>
	None.
<b>3</b>	<b>Any other business</b>
	EJC alerted Governors to a newly developed Dyslexia software package that uses artificial intelligence. TW – Education Secretary announcement on school academy trusts.
<b>4</b>	<b>LA Governor Vote</b>
	The clerk confirmed that the WB Head of Education nor the local Councillors had any objections and signed off to approve Mrs Newman's application.  All of the Governors supported the appointment and were delighted to have Mrs Newman onboard. Mrs Newman's term of office would commence this evening with a 4-year term. The clerk said she would now confirm the appointment to West Berkshire Governor services to commence their induction process.  SC talked through the Governor document storage system Governor Hub for the benefit of CN & SB.
<b>5</b>	<b>Agree and approve previous minutes</b>
	The minutes of FGB3 3/2/21 were distributed in advance for review. <b>Matters Arising:</b> There were no matters arising. <b>Open Actions</b> 4.1 – GB to send MH Staff Governor nomination letter – Completed, Closed. 7.1 – CJ to note the Complaints Policy for the Community Committee to review – Completed, Closed. 7.2 - GB to amend, format and publish the approved policies - Completed, Closed. 8.1 – GB to note SEN provision/role for discussion at the Curriculum Committee meeting - Completed, Closed. 10.1 - SC/MH to review when visits could commence again – under discussion this evening 17.1 - SC to set the 5 questions for Governor visits - Completed, Closed. 17.2 - GB to note Therapeutic Thinking for the next FGB meeting agenda - Completed, Closed.
<b>6</b>	<b>Policies</b>
	The policies were distributed in advance for the Governors to review. The policies were reviewed by the Community Committee and recommended for approval by the FGB. CJ ran through the updates to the policies. <ul style="list-style-type: none"> <li>• School Behaviour Policy – now included <i>Therapeutic Thinking</i></li> <li>• RSE Policy 2021, Appendix 1, Key Points Progression, Appendix 2 Parent withdrawal form - sent out to parents, no feedback but this had been covered recently in the press with lots of resources available.</li> <li>• School Complaints Policy</li> <li>• Supporting Pupils with medical conditions Policy</li> <li>• SCR Policy</li> <li>• Supporting children with medical needs Policy</li> </ul> <p>CJ invited questions or queries on the policies, there were no queries. CJ said the policies were up to date and she would ask the clerk to distribute the policy schedule with the meeting minutes. CJ said the Community Committee</p>

	<p>would bring forward another 4 policies to FGB5 meeting. SC thanked MH/IG &amp; CJ for their hard work on the policies.</p> <p>The Governors AGREED to APPROVE the policies. <b>6.1 – GB to format and publish the approved policies.</b></p>
<b>7</b>	<p><b>Headteacher Update</b></p> <p><b>Therapeutic Thinking</b>  MH presented to Governors and talked through the key principles around the WB Therapeutic Thinking initiative. <i>Positive experiences lead to positive behaviour.</i> MH talked about successfully engaging children with their learning. MH showed the Governors a powerful video on ACES (Adverse childhood experiences). MH talked passionately about how adults can improve children's outcomes. MH said the approach did not ignore or tolerate unkind/unsafe choices in school. These behaviours were dealt with and those children needed more boundaries. MH talked through how the approach would be embedded at the school.</p> <p>CN talked about her time as a magistrate, young offenders presented with these behaviour issues that were linked to their experiences. SC said that sometimes behaviours became the norm for children. MH invited questions. CN said that in a court situation, young people had never received praise, just punishment. MH said that CN's previous role as a magistrate was very interesting and she would think about how Governors could assist the school with the initiative. CN said she would be very happy to assist the school. SC asked about the key next steps for implementing the initiative. MH said that all staff were trained but some of the training suited staff in particular roles. MH said there would be staff meetings to revisit and monitor the initiative. MH said that there needed to be some pupil voice work to measure the impact. MH said parents would also need to be worked with, some parents would already be aware. SC asked if this could be periodically discussed at committee meetings. MH agreed and said this should probably be assigned to the Community Committee. CJ agreed it would sit well with that committee. SC said PB could also look at this within her link role.</p> <p>MH distributed her Headteacher report in advance of this meeting for the Governors to review. MH highlighted the following:  <b>Total No on Roll (actual numbers) (1 pupil = 0.6%)</b>  Autumn 142, Previous Year 149  Spring 143, Previous Year 144  Sum 143, Previous Year 144  Forecasting 134 on roll for Sept 2021.</p> <p><b>Attendance</b>  MH was pleased to announce that from the 8th March 2021 (wider reopening date for all children) until the 27th the attendance was 96.1%. In-line with the school target and all children on roll had now returned to school since the last lockdown. Termly meetings with EWOs had now recommenced.</p> <p><b>Behaviour</b>  IG completed his designated safeguarding lead training, meaning there were now three members of staff fully qualified as designated safeguarding leads. The new behaviour policy was shared with staff prior to FGB consideration and the school were continuing to develop the therapeutic approach to behaviour management.</p> <p><b>School Improvement</b></p> <ul style="list-style-type: none"> <li>• Writing training from a WB literacy consultant took place on the 3<sup>rd</sup> February 2021, this was very well received by staff.</li> <li>• The school continue to work with Rose Carberry (WB SIA) on curriculum development and 3 individual interviews took place with subject leaders for PSHE, PE, Science, History and Geography (9th March).</li> <li>• Donna Fox delivered Quality of Education training to all teachers during the recent INSET (1st April).</li> <li>• Progress meeting with the local authority to discuss progress against areas for development identified in the Ofsted report and to explore what further support might be helpful. The meeting was attended by MH, IG, SC and TW.</li> <li>• Project with the EMTAS (Ethnic Minority and Traveller Achievement Service) to support selected GRT children with their reading. SC asked about the interventions being put in place. IG said that EMTAS visit school each week with 1:1 support for Reading, building links and praising work done at home.</li> <li>• Mathematics tutoring using Third Space Learning for identified disadvantaged children. IG started a tutor programme for 10 PPG children who will have catch up work and feedback. <b>7.1 - GB to note IG tutor programme update for the next agenda.</b></li> </ul>

- Pupil Progress Meetings PPMs were held in the usual way at the end of last term
- SEND audit completed with CALT (Cognition and Learning Team). Maths training from the local authority mathematics consultant (28.04.21)
- Summer Term progress meeting with the LA (18.05.21) Training on the new EYFS curriculum (date tbc).

### **Staffing**

Mid-year performance management meetings were completed. The school plan to recruit an additional teaching assistant for the remainder of the Summer Term to provide one to one support for a child with complex needs. The school continue to monitor the workload and wellbeing of staff.

### **Partnership & Collaboration**

#### **Website**

The existing website will cease to operate on the 31st April. The new site was live from the 1st May and Mrs Faulkner attended the training. As part of the migration process, the new site provider company audited the statutory compliance in relation to the information available on the website which provided really useful information on gaps to address and gives us confidence in the information available to stakeholders. TW asked if the website was live yet as it seemed down. MH confirmed it was live but would check with IT about access. JM said she was very impressed with the simplicity of the site.

#### **Cedars School**

MH reported that the Cedars School would be closing at the end of their Summer Term. The Cedars Independent school was set up 29 years ago on the site originally occupied by this school. The school have enjoyed collaborating with them on many occasions over the years and feel very sad to lose them from the local community. DS said this was a great shame, would there be an impact on Aldermaston pupil numbers. MH said she did not feel it would impact on pupil numbers this year but it could impact next year. MH said in future, families may consider Aldermaston and what the school had to offer.

#### **Wraparound care and holiday clubs**

At a Playzone committee meeting on the 16th March 2021, a unanimous decision was taken to close Playzone. This decision was prompted by the difficulties in finding a replacement chairperson. The decision was revisited at a further committee meeting on the 28th April in light of a potential candidate for the role coming forward. It was agreed that the original decision should be upheld. The school have been extremely fortunate to have Playzone provide wraparound care and were indebted to Mrs Garland and her fantastic team as well as all the volunteers, including Jane O'Halloran, who generously gave up their time to work on the committee over the years.

On behalf of the school, discussions were taking place with EnergyKidz, with a view to them providing wraparound care– both breakfast and afterschool clubs. Although the school were able to run a Larks Club before school, this was always intended as a short-term measure in response to Covid 19 restrictions affecting Playzone's ability to staff a morning club. The school had an existing arrangement with EnergyKidz to run holiday clubs on the school site and the first club was successfully run recently over the Easter holidays. DS asked for the latest update on EnergyKidz. MH said the school had been through all the contractual checks with WB. The company were now undertaking their due diligence and details were being finalised. DS said that not having wraparound care could impact on attracting future pupil numbers.

#### **Parish Council Meeting**

Many thanks to CJ who presented the annual school report to the Parish Council at their meeting on 13th April. The report captured quite an unusual year in the life of the school and was well received.

#### **Health and Safety**

There were no recent updates to the Covid-19 risk assessment. The school continue to review this on a weekly basis. Despite the relaxation in relation to rules for socialising, the DfE have so far not updated their guidance for provision and events held in schools. This meant that the school are currently unable to plan for the usual summer term events which would require different class bubbles (and their parents and carers) mixing. E.g. sports days, summer fete, etc. The school needed to continue to exercise caution. Staff continue to use and report LFD testing twice a week and many have now received their first vaccination. One area where advice had changed was in relation to school trips. Subject to the usual risk assessment measures, these could now take place. CJ queried which trips would go ahead. MH said that the school were planning these at present for Y3/4 & Y6. CJ queried if church services could be recommenced. MH/JM discussed the issue of not being able to mix bubbles still. JM would keep MH up to date. SB asked MH if parents were still supportive of the Covid rules. MH said that people in the UK were

	<p>starting to think the rules had ended and this was of concern. MH said she hoped for more guidance after the 17<sup>th</sup> May. JM talked about the outdoor service that was supposed to take place in the church. MH said there could be one bubble and it would not be on the school site. MH said she would review the situation and decide if this could go ahead.</p> <p><b>Church School Ethos/SIAMS</b></p> <p>The Christian Value for Spring Term (2) was Wisdom. The termly learning hero was the Reflector Owl with the associated British Value of democracy. Through the collective worships the school examined the wisdom taught through Jesus' parables, think about the wise advice given by Captain Tom and other elders and look at what makes a wise leader considering King Solomon and elected leaders around the world. The Year 4 children (from Owls and Kingfishers Class) led a super Easter end of term Service. They were joined (through the magic of video recordings) by MH to celebrate the termly class learning heroes and congratulate the children on their return to learning and by Reverend Jane to lead the blessing at the end of the service. The House Captains in Year 6 provided separate House worship videos on the events of Easter too and led a linked learning activity through these videos. 'Spreading God's love' - Staff and children were delighted to receive some beautifully crafted hearts just before Easter. It was lovely to have such a tangible symbol of support. The school were so grateful to Reverend Jane for co-ordinating this and to everyone who gave up their time to make a heart. They will be treasured.</p>
8	<p><b>Chairs' Update</b></p>
	<p>The Governors undertook some virtual training with Donna Fox, SIP on the 29<sup>th</sup> March 2021. For the Governors who were unable to attend the training the following documents were distributed.</p> <ul style="list-style-type: none"> <li>• Ofsted Questions to Governors January 2020</li> <li>• The Quality of Education Aldermaston Primary School</li> </ul> <p>SC said the training was very comprehensive and valuable. It really prepared the school for the next Ofsted visit and the Governors role within the curriculum. SC talked about linking everything back to the curriculum across the committee meetings. SC talked about pooling together all the evidence and working out where vulnerabilities may lie. <b>8.1 - GB to note evidencing for discussion at the FGB5 meeting.</b> CJ talked about the importance of evidencing. TW said this would work well for Ofsted questions and helped Governors with challenges. SC said that Donna talked about Governor visits and briefed her about the structure of visits. Donna had gained information from the website, SC talked about the importance of ensuring the website was up to date with evidence.</p>
9	<p><b>Finance</b></p>
	<p>The Finance Committee met for FC-98 on 23.3.21, the minutes of the meeting and associated papers were distributed to the Governors in advance of this meeting.</p> <p><b><u>2020/21 Budgets View after 11 Months</u></b></p> <p><b><u>Main School Budget</u></b></p> <p>Whilst forecasted Expenditure had kept constant (compared to FC-97) at £692K, Income had improved by £12k, resulting in a forecasted year-end surplus of £58k (£46k at FC-97). The Finance Officer explained that the improved Income was primarily due to un-forecasted SEN funding from Hampshire (£5.8k) and Covid Catch Up funding (£5.3k). In summary, the MSB currently looks healthy with a projected surplus of £58k, but the situation remains volatile.</p> <p><b><u>Pupil Premium Grant</u></b></p> <p>Forecasted a year end surplus of £5.0k (FC-97 £5.4k), compared to a budget of just £0.6k.</p> <p><b><u>PE and Sports Premium</u></b></p> <p>Forecasted a year end surplus of £11.8k, which was close to that projected at FC-97 (original budget £4.2k) It was recognised that further Expenditure needed to be identified, as the current forecasted surplus was too large. The Finance Officer had advised this was currently being looked at by the PE Coordinator.</p> <p><b><u>Capital Budget</u></b></p> <p>Forecasted a year end surplus of £7.7k, and was virtually identical to that projected at FC-97 (original budget £9.3k).</p> <p><b><u>Benchmarking</u></b></p> <p>A Benchmarking Report would usually be produced when a new Budget was being prepared, to confirm the projected figures are in line with similar schools. It was considered inappropriate to produce such a report this year due to the exceptional situation as a consequence of the Covid restrictions.</p> <p><b><u>2021/22 Budget</u></b></p> <p>DS confirmed the deadline for submission of the budget to WB had been met and the budget was accepted by WB.</p>

	<p>The as submitted MSB budget for 21/22 has an in-year deficit £24.5k, but as the sum carried into the year was £72.6k, the forecasted exit figure remained positive at £48.1k. However, the equivalent year-end figures for Years 2 and 3 were projected as -£6k and -£89k, which will require careful management. Satisfactory submissions had been made for PPG, PE and Capital Budgets</p> <p><b>SFVS</b></p> <p>The school received confirmation from WB that the 2021 SFVS return had to be submitted by end May. DS confirmed the agreed return would be submitted to WB by the due date.</p> <p><b>Policies</b></p> <p>FGB-3 approved the new Financial Management Policy agreed at FC-97. This now specifically excluded the Appendix covering the School Fund Policy. The Finance Officer had advised that she discussed the situation with the Policy Coordinator, and the recommendation was that the school did not need a School Fund Policy. A Best Practice Model, that did not require review or formal adoption would suffice.</p> <p><b>Premises Issues</b></p> <p>The School Secretary had produced a Premises Report. Various questions were raised on the report and there seemed to have been adequate financial provision. It was proposed that the Outstanding S106 money (thought to be around £162k) was now deployed to fund a lobby space for the Red Kites room at the front of the school.</p> <p><b>Health and Safety Report</b></p> <p>CL updated the FC on the current status of Health and Safety. There were currently no H&amp;S issues identified. A West Berks H&amp;S audit was required before the end of the School Year. An H&amp;S Report had been deferred until then.</p> <p><b>Any Other Business</b></p> <p>Savings from Solar Panels. This was an outstanding issue from FC-97. MH advised that WBC were still working on the figures, and these would be circulated as soon as they became available.</p> <p><b>Date of Next Meetings</b></p> <p>FC-99: Tuesday 15<sup>th</sup> June 2021 at 7.30pm  FC-100: Oct/Nov 2021  (the exact date for FC-100 to be finalised once the date for 21/22 FGB-1 was fixed)</p>
<b>10</b>	<b>Community Committee</b>
	<p>The Community Committee met for P3 on 16.3.21 and the minutes of the meeting were distributed to the Governors in advance of this meeting. CJ said that much of what was discussed had been discussed in this meeting. CJ reported that staff wellbeing would remain a priority for the committee.</p> <p>The next meeting was scheduled for – P4 Tuesday 11<sup>th</sup> May 2021, 4pm. CJ informed the Governors that CN had kindly agreed to sit on the committee.</p>
<b>11</b>	<b>Curriculum Committee</b>
	<p>The Curriculum Committee met for C3 on 10.3.21 and the minutes of the meeting were distributed to the Governors in advance of this meeting. There was a comprehensive update on the remote learning provision by IG which was very positive. There had been lots of positive feedback from the parents on the remote learning. The committee were reassured on the catch-up opportunities that were being undertaken.</p> <p>The next meeting was scheduled for – C4 Wednesday 23<sup>rd</sup> June 2021, 7pm.</p>
<b>12</b>	<b>Safeguarding</b>
	<p>CL reported to the clerk that the review and check of the SCR was underway and he would report back once completed.</p> <p>SC raised the Governor DBS checks that were due to expire. SC said the Governors may receive an email from the Office Manager directing them to the new online system. CN queried if she would require a new DBS as she had an existing one for her Church business. JM said she had needed separate DBS checks for all of her schools. The clerk said she would cover this with CN in her induction.</p> <p>There was further discussion around Safeguarding under item 8, Headteacher update.</p>
<b>13</b>	<b>H&amp;S/Premises</b>

	CL reported to the clerk that he and the Office Manager had commenced an H&S review and audit by distance and he would publish his report once completed.
<b>14</b>	<b>Church School Matters</b>
	<p>JM said that she was currently struggling to do more collective worship recorded services, she has been covering so many schools. JM said she was very keen to run a service for the children with separate bubbles at the end of term. JM asked when she would be able to come into school again. MH said she would probably be able to come in soon adhering to bubbles.</p> <p><b>School Prayer</b></p> <p>JM said that the Community Committee had reviewed the proposed prayer. JM said it was difficult to write a prayer that little children could learn. JM read out the prayer for the Governors. CJ asked if the Governors would ratify the prayer. JM said it would be lovely to have it in each classroom and on the website. MH said that there was a church section on the website. MH asked for a photo of the church from JM and asked if they could discuss the content going forward. JM said she would be very happy to assist. The Governors AGREED to RATIFY the new school prayer.</p> <p>JM wanted to say how lovely it was to get the feedback on the community hearts that were made and distributed.</p>
<b>15</b>	<b>AOB</b>
	<p>TW - Multi Academy School Trusts. MH said she had experience of this Government initiative when it was announced previously. MH said that MAT's were generally deemed as not financially viable, schools needed to be cautious. TW said that the Government had implied this could become compulsory. TW said there were no timelines at present but obviously the Government were looking at this again.</p> <p>DS - Ofsted visit – DS queried when the next Ofsted inspection would take place. MH said the next visit was likely to be in September 2021.</p> <p>DS - Aldermaston Wasing Show - DS said this was scheduled to take place on Sunday 5<sup>th</sup> September 2021.</p> <p>DS – Format of meetings going forward. MH said that attendance virtually had seemed higher at Governor meetings and asked the Governors if remote meetings suited them. DS said he would not want to have remote meetings on a long-term basis. SC suggested reviewing the situation nearer the meeting dates, for ease it was agreed that the FGB5 meeting would be remote. SB said, as a new Governor she was looking forward to meeting people face to face hopefully soon.</p> <p>SC reflected on the agenda focus and said she felt the objectives were met.</p>
	<p><b>Actions</b></p> <p>6.1 – GB to format and publish the approved policies</p> <p>7.1 - GB to note IG tutor programme update for the next agenda</p> <p>8.1 - GB to note evidencing for discussion at the FGB5 meeting</p>

Signed:

Date:

**Meeting closed 8.45 PM**