



Aldermaston CE Primary School Minutes of Meeting (FGB 4) – Thursday 28th April 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, Chris Laney – CL, Gayle Bonner (Clerk).

1	Welcome, Introductions & Opening prayer
	Before the meeting the Governors undertook a Premises Walk and reviewed the SDP. The Governors made notes that would be put together by the Curriculum Committee. SC welcomed everyone to the meeting, there were no apologies, the meeting was quorate. SC handed over to JM to conduct the opening prayer.
2	Declarations of Interest
	None.
3	Any other business
	PB – SEN training update – to cover under item 11. CW – Leadership Forum Training feedback JM – Safeguarding training feedback – JM said she would distribute her notes from the meeting.
4	Governor Vacancies
	The clerk informed the Governors that EJC had reached the end of her term of office and had stepped down from the board as an Associate Member. The Chair and Clerk had expressed thanks to EJC for her work and support. The Governing Board still have a vacancy for a Parent Governor. The clerk made an appeal for nominations last term but did not receive any submissions. The Governors discussed the options available to them and decided to target the new parents joining in September. Foundation Governor CJ had reached the end of her term of office and wishes to remain on the board in her current role. JM has completed the necessary paperwork that will be approved by the PCC. CJ's term of office will be backdated to run concurrently. The clerk will now process the paperwork with the Diocese.
5	Agree and approve previous minutes
	The FGB3 minutes of 3 rd February 2022 were reviewed by the Governors and signed off as a true record of the meeting. Actions: 14.1 – All Governors to complete the NGA Safeguarding training module – please ensure any certificates are sent through to the clerk – Ongoing, Open. 4.1 – CW to place an advert for the parent governor vacancy on the PTA Facebook page – Closed. 10.1 – GB to check with West Berkshire if they have an alternative trainer available in Barbara's absence – training took place – Completed, Closed. 9.1 – GB to note the impact of attendance procedures for the next meeting agenda – on agenda - Completed, Closed. 9.2 – CW to draft a thank you letter to the Office Manager - Completed, Closed. 12.1 – GB to update the agenda to change 'People Committee' to 'Community Committee' in line with the change name - Completed, Closed. 13.1 – MH to add statements on website in relation to SB's comments on the website checklist - Completed, Closed. 17.1 - CN to send the plans for the Jubilee to the Office Manager for the school newsletter - Completed, Closed. 17.2 - ALL sign up to any governor training supplied on the agenda, send any requests to the clerk so she can book - Completed, Closed. Matters Arising: CJ to schedule a coffee morning after SATs week.

	Following the training with Barbara Hunter, it was recommended that the Governor highlight challenges in their meeting minutes. The Governors agreed to highlight the challenges in Green .
6	Policies
	None to review at this time. The clerk challenged the Whistleblowing Policy to ensure it was current. MH checked the website and the policy is up to date.
7	Headteacher Update/SDP
	Attendance Procedure Impact update In response to a challenge by the Chair at the last meeting, MH updated the Governors on how absenteeism was managed. The school track pupil attendance as they go along and ensure they have enough contact details on file. The monitoring undertaken is reviewed over the terms as part of Safeguarding. The school closely monitor those children who fall below 90%. Any attendance rates below 90% are considered persistent absentees. When children are below 90%, that is a call to action and appropriate action is taken. In the first instance, MH writes to the parents to flag up their child's attendance, most of these children are already being worked with on their attendance. MH's letter states that attendance rates are reviewed at the end of each term. MH discussed the liaison with West Berkshire EMTAS and EWO. EMTAS conduct site visits to see the child and parents. MH reported that in the Autumn term there were 19 children with 90% attendance & 12 children with 90-95%. All of the children are discussed with the EWO during meetings with MH. SB challenged how long absenteeism could persist with Covid, when would the school worry that a child had not returned to school. IG talked about the welfare checks he had been conducting with vulnerable families. IG said that he visits families or children on the same day of their absences where necessary. MH said that Covid had been very challenging in terms of absences. MH talked about trying very hard to engage with families but there are some families who do not want to accept help. MH reported that out of the 19 children who were persistently absent, 30% now had improved attendance. MH said that some of these children had also moved out of the monitoring category. MH said that the ELSA also works with children to support them. A new initiative was being launched by West Berkshire for a Mental Health Support Team, this will go live in September 2022. There will be training for the staff and resources available to parents and children.
8	Chairs' Update
	Governor Development Plan update SC said that Governor action plan was on course for the year. SC asked for staff mid term reviews to be looked at by the People Committee. 8.1 - SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body. Staff Survey SC asked MH when the best time would be to perform a survey and the how the results would be analysed. MH talked about integrating systems for staff and suggested the survey would need more thought on how it would work. CJ said this could be done at the end of the Summer term. Parent Survey SC asked the Governors to think again about how a survey could be conducted. MH talked about a blended approach with parents, some telephone surveys and some written. CJ queried if the family welcome morning would be scheduled this year. MH said it should be before the Summer Term, parents would need some notice. SC talked about a previous school she worked at where parents were given a feedback form when they arrived for welcome mornings. SC also suggested QR codes that children love to get involved with. SB suggested getting the computer groups to create a code.
9	Finance Committee
	The committee last met for FC-101 on 2.3.22 and FC-102 on 6.4.22. The draft FC-102 minutes and associated papers were distributed in advance of the meeting. 5.1 Commentary 5.1.1 A summary of the position of all 4 Budgets is at Annex 2 5.1.2 All Budgets are forecasted to be positive at the end of the financial year 5.1.3 The financial position of the school is considered to be satisfactory 5.2 Operating Budget (MSB) 5.2.1 The Operating Budget is at Annex 3. 5.2.2 Expenditure to date is £647K, which is 87.5% of Plan 5.2.3 Forecasted Income is £730k, which is £15k better than Plan 5.2.4 Forecasted end of year balance is £87k, compared to £48k Budget

	<p>5.2.5 Since FC-101, the forecasted year-end balance has increased by £5.6k, largely due to reduced expenditure on E12 Building Maintenance Costs (boilers)</p> <p>5.5 Capital Budget</p> <p>5.5.1 The Capital Budget is at Annex 6 and is unaltered since FC-101</p> <p>5.5.2 With regard AP 101/1 (Residual S106 Expenditure) MH advised that as the Log Cabin was no longer required (due falling NOR), they were now looking to spend the residual S106 money on improvements to the external Foundation area. Quotes were being obtained, after which the project will be submitted to WBC for approval</p> <p>7 Review of 2022/23 Budget</p> <p>7.1 A revised budget (V2), incorporating changes agreed at FC-101, is at Annex 8</p> <p>7.2 The new forecasted 2022/23 year-end balance has grown from £5k to a much healthier £24k. The changes since V1 are primarily due to (i) Carry into Year improved following 2021/22 M11 analysis (ii) Funding from WBC improved following receipt of actual info from them and (iii) Expenditure reduced largely due to equalising Catering costs</p> <p>7.3 The in-year deficit is still £70k, which results in projected exit negative balances of £37k and £150k for Years 2 and 3, so further work is clearly required in the future</p> <p>7.4 There are small changes to the other 3 (non MSB) budgets, but they all remain positive</p> <p>7.5 It was agreed that the 2022/23 Budget was acceptable for submission to WBC, and the FGB would be advised accordingly.</p> <p>MH confirmed that 15 children were predicted for September 2022, 10 confirmed. CJ challenged if the families who were not attending were followed up with. MH said the families had not been followed up. MH said that the Governors should have a strategic discussion about the future of the school and the local PAN. MH said that she would do some research. DS expressed concern over the forecasted deficits for the coming years. The Governors discussed that previously the school was one form entry, this was very appealing to prospective parents. There are now very few Primary schools in WB that have a single form entry.</p> <p>8. AOB</p> <p>8.1 Solar Panels. We have now received a bill from WBC for 2021/22 electricity generated, and includes the (slightly) discounted tariff. The bill was less than that allowed for by SW, and it was agreed that there is adequate provision in the 2022/23 budget. However, further study is required of total electricity demand, how much can be provided by the solar panels, and what the discounted tariff from WBC should be.</p> <p>SFVS</p> <p>The SFVS (annex 7) was approved at FC-101 and submitted to West Berkshire.</p> <p>The Governors AGREED to APPROVE the budget for 2022/2023</p> <p>The Finance Committee will meet again for FC-103 on 8.6.22 & FC-104 on 12.10.22(provisional).</p>
10	Community (People) Committee
	<p>The committee last met for P3 on 22.3.22. The draft P3 minutes were distributed in advance of the meeting. CJ distributed a report for the Governors on British Values and a Mental Health Wellbeing presentation that was covered at the meeting. CJ reported that the school could now welcome back volunteers. CJ queried the Prayers for Pears. JM said she had met with the worship leaders before half term and agreed to have baskets in each classroom for the pears. CW suggested everybody read the Mental Health Lead presentation – 10.1 – Governors to let GB know that they have read the Mental Health presentation. CJ showed the Governors the Jubilee Mugs that each child and member of staff would receive. Additional mugs would be available to purchase at £5 each. On the 23rd May 2022 an assembly will be held about the Queen and the Jubilee.</p> <p>The committee will meet again for P4 on 14.6.22</p>
11	Curriculum Committee
	<p>The committee last met for C3 on 31.3.22, the clerk was awaiting the recording of the meeting. CW talked about how the committee looked at Wellbeing and gave constructive challenge following on from the Barbara Hunter training. The committee reviewed the link reports on SEND, Reading, EYFS & Maths. The common thread that came out of the visits was that because the Governors had not been in school, although they</p>

	<p>were given some good knowledge around the <i>Intent</i> and <i>Implementation</i>, there was detail lacking on the <i>Impact</i>. The committee had discussed how the <i>Impact</i> could be evidenced. There will be an extraordinary meeting in the summer term to review the links again to ensure that <i>Impact</i> can be measured. CW said there needed to be a more generic template for link visits to ensure consistency. The committee also discussed the website with Barbara Hunter and how to make it slicker.</p> <p>CW said she would be printing off the monitoring papers into a folder so that any Governor can access it if Ofsted call. CW said that Barbara Hunter would be reviewing the folder and would give feedback about how it could be enhanced.</p> <p>CJ asked if there was any update on when Ofsted were visiting. MH said she had not received any further updates but said it was probably imminent.</p> <p>11.1 – SC requested that the committee reviewed the Governor notes from the Premises Walk/SDP review and pull them together to bring to the final FGB.</p> <p>The committee will meet again for C4 on 23.6.22</p> <p>PB briefed the Governors on the SEND training she attended. PB handed out her training materials that included actions for Governors.</p> <ol style="list-style-type: none"> 1. New SENDCO will mean an inspection 2. Therapeutic Learning training for Governors. <ul style="list-style-type: none"> • Curriculum and quality of education imperative • Role of middle leaders, previously SLT • Evidencing is key to demonstrate • Clarify, Cohesion and Chronology and how it fits into the learning in the school • Deep Dive including Safeguarding • All subjects now start in Year R not Year 1 • SEND children are in terms of their curriculum and how they access and understand it • No feedback on lessons observed during an inspection • 1/4 of Inspection in Deep Dive would be on Reading • Governors are part of the leadership team • What makes the school different? • How is good monitoring undertaken? • Every Governor should have knowledge on the Curriculum especially those allocated to specific subjects • Does the Website cover the Curriculum and the Intent? <p>PB discussed the Calcot Primary website and their section on the Curriculum, this website was given as an exemplar.</p>
12	<p>Safeguarding</p>
	<p>There was nothing to raise. MH discussed the local triad training that was taking place between Brimpton, Aldermaston and Woolhampton. Brimpton have audited Aldermaston and the report was sent to CL to review. Everything was noted as being in order. MH said it was time consuming but a very useful exercise and another set of eyes checking the SCR.</p>
13	<p>H&S/Premises</p>
	<p>There was nothing to update. CL said that the office manager was trying to schedule their next visit for an inspection.</p>
14	<p>Church School Matters</p>
	<p>JM said the Easter Service was lovely and the music was fantastic. JM has been working with the worship leaders to set up Prayer Corners. JM was currently working on the Prayer Corner at the church for the children, making it a nice familiar space.</p>
15	<p>AOB</p>
	<p>CW - Leadership Forum</p> <p>CW attended the recent Leadership Forum that included information on Therapeutic Thinking. CW said that IG had already given the Governors some training on this. CW said the training highlighted the main focus areas:</p> <ul style="list-style-type: none"> • Attendance

	<ul style="list-style-type: none"> • Levelling up Agenda • Barbara Hunter ran a session on Effective Chairing • Rose Carberry – Curriculum <p>The Governors agreed that they had met their objectives of the meeting having undertaken a Premises Walk, discussions on the school PAN, Budget Implications and Safeguarding.</p> <p>Next Meeting – FGB5 7.7.2022, 7PM.</p>
	<p><u>Actions</u></p> <p>14.1 – All Governors to complete the NGA Safeguarding training module</p> <p>8.1 - SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body</p> <p>10.1 – Governors to let GB know that they have read the Mental Health presentation</p> <p>11.1 – SC requested that the committee reviewed the Governor notes from the Premises Walk/SDP review and pull them together to bring to the final FGB</p>

Signed:

Date:

Meeting closed 9.02pm.