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**Aldermaston CE Primary School**

**Minutes of Meeting (FGB 5) – Thursday 7th July 2022- 7pm**

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

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| **1** | **Welcome, Introductions & Opening prayer** |
|  | SC welcomed everyone to the meeting, there were apologies from DS & JM, the meeting was quorate. SC handed over the CN to conduct the school prayer. |
| **2** | **Declarations of Interest** |
|  | None. |
| **3** | **Any other business** |
|  | KS2 results – SC  Evaluating the year ahead training - CJ/CW  Governance strategy – CL requested this, SC said this could be covered under CW/CJ’s training section. |
| **4** | **Governor Vacancies** |
|  | The Governors discussed the current vacancies on the board.  DS/PB Term of office – end of year rolling appointment - GB to contact DS/PB to discuss this over the summer.  JM – Foundation Governor end of term 23/9/2022  CL – Parent Governor – 14/10/2022  Parent Governor vacancy – GB to invite nominations from parents in the new term. |
| **5** | **Agree and approve previous minutes** |
|  | The FGB4 minutes of 28th April 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 –** GB to undertake a safeguarding audit with Governors – **Ongoing, Open.**  **8.1 - SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body – Ongoing, Open.**  **10.1 – Governors to let GB know that they have read the Mental Health presentation – Completed, Closed.**  **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 –** These were shared at the Curriculum Committee, CW said there were updates on EYFS to be added on - **Completed, Closed.**  **Matters Arising:**  None. |
| **6** | **Policies** |
|  | The policies below were tabled for review and were distributed to the Governors in advance of the meeting.   * Finance Committee Terms of Reference 2022-2023 * Financial Management Policy July 2022 * Charging Policy July 2022 * Lettings Policy July 2022 * Governors Allowances Policy 2022-2023 * Behaviour Policy July 2022 * Written statement of behaviour principles Policy July 2022 * Children with health needs Policy July 2022 * Supporting pupils with medical conditions Policy July 2022 * SCR (single central record) Policy July 2022 * RSE (Relationship, Sex Education) Policy July 2022 * School Complaints Policy July 2022 * Health & Safety Policy July 2022   **6.1 - CJ took an action to go through the policy tracker and check timeframes.**  The Governors AGREED to APPROVE the policies, the clerk would now process them for publication. |
| **7** | **Headteacher Update/SDP** |
|  | CJ challenged the recent trip and the issue of parents using phones to take photographs. MH said the school did have a media policy. MH has discussed with CJ in terms of policing parents using phones and sharing photos, MH said there needed to be an element of trust with parents. SC asked if there were children who were on the list of children not be photographed. MH said she was not aware of any children but the school were still very mindful of this. SC suggested that at events like the school play this week the school put up a notice and a disclaimer for parents.  MH informed the Governors that there were presently three members of staff on sick. MH said that the teaching agencies had no supply teachers at the moment so finding cover had been very challenging. MH said the staff were being amazing trying to help. MH/CJ thanked PB for helping with the cover of classes. CJ asked MH to pass thanks onto the staff for all their hard work whilst under immense pressure.  MH distributed her headteacher report in advance of the meeting.  Total No on Roll (actual numbers) (1 pupil = 0.6%)  **20/21 19/20**  Autumn 131 142  Spring 130 141  Summer 131 146  MH said there were potentially 11 new children starting in September.  **Attendance**  There have been reviews of attendance for both the Autumn and the Spring Terms. At each review point, letters were sent to the parents and carers of children whose attendance was causing concern and attendance data was also shared with class teachers to support their monitoring of individual children. A reminder on expectations of attendance has also been shared with parents through the school newsletter. MH said that some families choose to take holidays during term time. It is anticipated that this will remain a concern in the next academic year as families struggle with increase of the cost of living. SC asked MH to consider listing absence data percentages in her headteacher report. MH said she was happy to change how the absence was reported in terms of percentages.  **7.1 - MH to talk with the EWO regarding attendance percentage rates to gain some clarification.**  **CPD**  The school have invested in access for all staff to the National College’s online CPD platform. This provides staff with access to unlimited online training and webinars which cover a range of areas relevant to primary education. MH has now completed the face to face elements of her mental health lead training and is completing her portfolio for submission. This training has been funded through a government grant currently available to schools who take up the training offer. MH asked if she should pursue logins for the Governors to the National College platform. SC said this would be very useful for the Governors. **7.2 – MH to see if she can get logins for Governors for the National College platform.**   * Early reading and phonics - successful work completed with Barbara Hunter (SIA) to refine and record our school approach to early reading and phonics. (report provided to our Curriculum Committee). * Mathematics deep dive Local authority maths consultant completed a maths deep dive with IG and identified areas of progress and next steps. (report provided to our Curriculum Committee).   Next -> SDP review and selection of priorities for new academic year. Progress meeting with the local authority. Analysis of statutory assessment data.  **Staffing**  At the end of Spring Term, the school said goodbye to Miss Hawes. Thanks, were expressed for all that she contributed over her nine years at the school and wished her all the best for the future. Following a rigorous appointment process, Mrs Makepeace was appointed as the new SENCO from September 2022. The school have recruited two permanent teachers for September 2022, both will be attending the moving up day which will provide children and their families the opportunity to meet them before the start of the new academic year. SB asked about the strategy going forward on merging classes. PB challenged if MH would be able to cover all of the curriculum for next term for the two key stages with different curriculums. MH talked through the responsibilities for the staff next term and said it would be very challenging as there were ECT staff members who cannot lead a curriculum area.  **Parents’ evening appointments**  Parents’ evening appointments took place by telephone in the last week of Spring Term (2). Three class teachers were absent during this week. For one class, the part time teacher took on both evening appointments. Another teacher who was absent due to Covid felt well enough to continue with the appointments by telephone. The third teacher provided written reports and that class will have their parents’ evening appointments in Summer Term (2). MH was grateful for the flexibility of the class teachers in ensuring the school can overcome unexpected challenges.  **Family Learning Morning feedback**  MH said that it was lovely to share the sessions with the parents, they were very positive. MH said there would be further sessions organised in the new term. CL suggested completing a Governor visit form to evidence the information evening. CW said she thought there was more engagement from the parents now, especially after Covid.  **Parent information events**  Parents and carers were invited to attend information sessions on the Phonics Check and the KS1 SATs. These sessions explained how the statutory assessments were managed and also gave families ideas about how to support their children to prepare.  **Enrichment**   * Book Week 2022 * Berkshire Maestros Junior Music Festival * Quad kids Year 6 Residential Trip to Abernant * Visit by Aaron Phipps * Drumming workshop by Kakatsitsi * Go Ape Trip * Jubilee celebrations   Next-> - Sports Day - KS2 production - School written reports and Owls Class parent evening appointments - Leavers’ events.  MH expressed thanks to the staff for all their help with the enrichment activities for the children. MH said this was good evidence of cultural capital taking place.  **Reading Café**  This has returned as an ‘in person’ weekly event. The café is well attended and provides an important service in allowing Mrs Ebrey to model reading with children to all the adults who attend. This can be very effective in removing barriers to parents supporting their children.  **New entrants**  The new entrant’s families attended a new entrant parent information evening along with two stay and play sessions.    **PTA news**  The PTA are working very hard to support the school. Original PTA members have been joined by a group of new parent volunteers and they are all engaged in getting events off the ground following a Covid lull. IG is the school PTA liaison member who attends meetings on our behalf. Recent PTA events have included the sale of ice creams at the end of the school day and a second-hand uniform sale for new entrant parents. We’re now looking forward to the Summer Fete. |
| **8** | **Chairs’ Update** |
|  | **Governing Body meeting dates**  SC said she was looking at the meeting dates as the SIP had suggested that the Governors should have more FGB meetings throughout the year. CW suggested looking at the meetings going forward. The Governors talked about ensuring there was breadth across the meetings.  CJ said this was discussed at their evaluating the year training. CW/CJ talked about liaising with the other schools in attendance. MH suggested the July 2023 meeting should be set aside to evaluate the SDP. CW said that at the meeting there should be an evaluation of the board against the NGA audit. CW said that the objectives could be rag rated by the Governors. CJ said that at the training it was also suggested to colour code the agenda with the main focus items. CJ said that it was also suggested that items on the agenda are rag rated. MH proposed that by the end of the term IG/MH would set the targets and then in September MH will share with the Governors. The October meeting can be used to evaluate the SDP and set KPI’s. PB asked about the July meeting and enquired about the SATs results. MH said the results had only been received this week.  The chairs of the committees agreed to set their meeting dates around the FGB dates. The Governors moved the FGB1 meeting to **Thursday 22nd September 2022, 7pm.**  SC presented to the Governors on attendance and the Government initiative to improve the situation across schools.  **Questions for Governors:**   * How do I know that attendance if effectively promoted? * Is attendance a recurring agenda item? * What are current attendance levels? * Is Covid having an ongoing impact on attendance in the school/trust?   The Governors discussed each of the questions and gave examples of how they knew attendance was effectively managed.  CJ challenged if there were any missing children at Aldermaston, nationally the numbers are high. MH said there were no children considered missing. MH said she would need to look at the new guidelines closely and look at the challenges of parents, there will need to be fresh promotion along with a review on the absence form. SC asked if the attendance policy would need to be updated. MH said any updates would come from the LA including any new policies. SC suggested that at the November meeting the Governors could do an update on attendance and the changes coming into force. **8.1 – GB to note attendance focus on the November meeting agenda.** |
| **9** | **Finance Committee** |
|  | The committee last met for FC-103 on 8.6.22, the draft FC-103 issue 1 minutes and associated papers were distributed in advance of the meeting. CL said there was nothing significant to raise. CL said that the outdoor area was being looked at with the support of West Berkshire. The Governors praised the careful management of the school finances by DS and the finance committee.  The Committee will meet again for FC-104 on 12.10.22. |
| **10** | **Community (People) Committee** |
|  | The committee last met for P4 on 14.6.22. CJ said there were now some volunteers coming through, no volunteer would be assigned to their own child’s class. CJ said the committee had introduced an ad hoc form for Governor visits for evidencing. **10.1 – GB to send out the ad hoc report form to the Governors**. CJ said that on the 19th July a church service is scheduled for the leavers along with a coffee morning with the staff. CJ said she would focus on events again in the new term, particularly to welcome the new staff members. |
| **11** | **Curriculum Committee** |
|  | The committee last met for C4 on 23.6.22, CW said she still needed to send out the cultural capital slides to the Governors to review. CL asked MH for the statistics on the phonics screening as he wanted to review the data and do some comparisons. MH said she would have a look at the data and send it over to CL for his reference. **11.1 – MH to send CL the statistics for the phonics screening.** |
| **12** | **Safeguarding** |
|  | In February, the school worked in a triad of schools to complete safeguarding audits using a peer review format. This followed on from the annual statutory safeguarding audit completed in the Autumn Term (2) and is a new West Berkshire initiative. The school used Safer Internet Day 2022 as an opportunity for each class to explore the theme of ‘All fun and games?’ which encouraged children to think about how they show respect and manage relationships when using devices and playing online games with others. The Year 6 Tech Team led a whole school assembly, every class took part in some linked learning and we were also able to share linked resources for parents and carers through our website.  Safeguarding is a standing item on the staff meeting agenda which ensures weekly discussions. This term there has been ongoing CPD focus on safeguarding through support staff meetings, topics have included peer on peer abuse, KCSIE updates, safe supervision at break times and lunchtimes and record keeping.  **12.1 - All Governors to read the KCSIE policy and sign to say they have done so at FGB1.** |
| **13** | **H&S/Premises** |
|  | The school are no longer required to report cases of Covid on the CREST system. There have been no incidents reported on CREST since the last headteacher’s report. All staff have completed ‘Working at Height’ training using the National College platform and they have also completed Cyber Security training as required by our insurance provider (DfE linked). The tree survey has been completed and the school are awaiting their report.  CL distributed his H&S inspection checklist for June 2022. The actions were recorded at the end of the document and CL/office manager were working through the actions. CJ asked if there was anything serious to report. CL said the items identified were low level. Thanks were expressed to CL and the Office Manager. |
| **14** | **Church School Matters** |
|  | JM distributed her report in her absence.    Wrens Class have really benefited this year from their weekly RE sessions with Reverend Jane after she leads collective worship. Particular highlights have included some unexpected weddings and the opportunity for the children to be godparents at a christening service.  Easter Church Service The story of Holy Week was shared beautifully by children from Owls Class. The school were very proud to have representatives from all of our vulnerable groups showing superb Oracy skills during this service. As always, the music was a highlight and the school orchestra were very impressive. |
| **15** | **AOB** |
|  | **KS2 Results**  81% children passed their Phonics check. The Governors congratulated the school on these results.  **SATs**  Out of 19 pupils in the cohort 11 pupils were at expected or higher for grammar punctuation and spelling, reading and maths.  IG reported there were three children removed due to EHCP’s. 6 children above national and above for Reading and 4 children in Maths were above the national level. IG said there were many results to celebrate. IG said that extra time was allocated to a SEN child which meant they had reached their target. MH talked about looking at the results for the children who did not do well and look at their attendance. MH/IG talked about looking at the children who struggled with their lockdown learning, it had a massive impact on some children. CL said the school had some good results but how did MH/IG feel about being below national. IG said lockdown was very difficult to manage with remote learning. IG asked where the school were nationally in 2019. MH said the previous results showed the school were mainly in-line with the national figures. SC recommended having some case studies for Ofsted to look at for evidencing.  SC ran through the Governance priorities and discussed how the Governing Board had made good progress against all of the priorities set. The Governors talked about setting their own KPI’s in terms of their monitoring and its effectiveness. SC said that at the September meeting the Governors could review the objectives made and discuss the strategic targets going forward.  **Next Meeting – FGB1 22nd September, 7PM.** |
|  | **Actions**  **14.1 – GB to undertake a safeguarding training audit**  **8.1 - SC/CW/CJ to meet with each of the Governors to discuss their development and the function of the Governing Body**  **6.1 - CJ took an action to go through the policy tracker and check timeframes**  **7.1 - MH to talk with the EWO regarding attendance percentage rates to gain some clarification**  **7.2 – MH to see if she can get logins for Governors for the National College platform**  **8.1 – GB to note attendance focus on the November meeting agenda**  **10.1 – GB to send out the ad hoc report form to the Governors**  **11.1 – MH to send CL the statistics for the phonics screening**  **12.1 - All Governors to read the KCSIE policy and sign to say they have done so at FGB1** |

Signed:

Date:

**Meeting closed 9.06pm.**