



Aldermaston CE Primary School

Minutes of Meeting (FGB 1) – Tuesday 22nd September 2020- 7pm

Present: Mel Higgs – MH (Headteacher), Ally Burridge – AB (Deputy Head), Sam Chaventre – SC (Chair), Dave Shirt – DS, Cathy Jones – CJ, Thomasina Ward – TW, Charlotte Watchorn – CW, Revd Jane Manley – JM, Patricia Boud – PB, Chris Laney – CL, Elizabeth JeffCoate – EJC.

This meeting was held via Zoom.

1	Opening prayer
	SC welcomed everyone and handed over to JM to conduct the opening prayer. Apologies received from the clerk. No apologies received from JS.
2	Declarations of Interest
	No declarations of interest. There were new forms distributed by the clerk that Governors agreed to sign and return.
3	Any other urgent business
	CL – Larks Club TW – Governors Conference CJ – Governors section of website
4	Appoint Chair/Vice Chair
	Appoint Clerk to Governors The Chair asked Governors if they were happy to continue with GB as clerk. All of the Governors AGREED. Appoint Chair/Vice Chair SC proposed to continue as Chair of Governors. The Governors said SC was doing a wonderful job as Chair and has their full support – AGREED. TW proposed as Vice-Chair. The Governors supported TW continuing as Vice-Chair, all AGREED. DS Co-Opted role The Chair asked if DS was happy to continue on a rolling basis as Co-Opted Governor or did he wish to commit for longer? DS responded that he was happy to continue but was not aware he had to be re-appointed on a yearly basis. SC clarified that it had been minuted and agreed that DS would have the opportunity to review his term in September each year. DS confirmed he was happy to continue until 2023. The Governors thanked DS for his continued long service and commitment.
5	Approve FGB & Committee ToRs & R&R Document
	SC shared her screen to cover the R&R document to review with the Governors. SC discussed the Governor terms of offices that are due to end. AB sadly is due to leave the school so there will be a vacancy for a Staff Governor. PB and JS are due for review in the new academic year. SC said that if JS decides he does not want to continue there will be a vacancy there. SC discussed the adverts in place on the Governors for school's website. There has been no expression of interest so far. SC had looked at the skills required by the GB and highlighted Finance for succession planning, if DS departed. SC said that her school finance skills were limited, and MH had expressed the same, DS holds everything together for finance so there must be future proofing. SC discussed possibly looking for an associate member who has finance skills. The school website and marketing are also areas to focus on. SC said that she felt the board were covered in terms of legal and safeguarding aspects with CL and project management and strategic overview with CW. The community and educational aspects are also well covered in terms of board knowledge. SC asked Governors if they knew any suitable candidates, please contact the clerk. Possible candidates could attend an FGB

meeting as an observer. SC discussed having the right person in the right place rather than just recruiting bodies. DS requested the Finance Officer was added to the R&R sheet. CJ asked about the link roles. SC has not assigned the link roles as yet, MH sent through a draft document which is being reviewed. CJ queried being on the HTPM, SC stated this was an error. CJ stated her name was incorrectly spelt. SC queried putting something in the newsletter regarding Governor vacancies. JM also suggested the Parish magazine. The Governors agreed to put articles in both publications. CJ queried if she should include the advert in her normal update or publish it separately. CW suggested doing it separately as people quite often just look at the adverts and it may be missed. JM said she can request a whole page advert from the editor. JM will require the advert by the 14th October. SC suggested that the People committee could put the advert together. CJ said that unfortunately they were not meeting until the day before the deadline, but this could be done via email. JM said she could always ask for the page to be held until it is ready. **5.1 - CJ to put together with the People Committee.** SC asked if there were any other places adverts could be placed. SC suggested the PTA Facebook page. MH said she was not a big fan of Facebook. SC said we can place the initial adverts and see the response.

Full Governors Standing Orders

Dates required and names of committees.

Pay Committee ToR

TW said this was previously approved.

HTPM

No ToR – CJ thinks there may be an old version that could be adapted. – **5.2 - CJ to source.**

Finance

This was approved at the previous meeting.

Curriculum ToR

This was distributed and discussed recently, no changes – all AGREED.

People ToR

This was distributed and discussed at the previous meeting. Dates to be changed - all AGREED.

Roles & Responsibilities

SC suggested keeping links the same as last year because there was not a full academic year of those links. SC talked about the SDP coverage on Recovery. SC asked Governors if they thought a specific Governor should be assigned or have recovery broadly covered by all Governors?. MH said that either would work. SC asked if anybody would volunteer for the Recovery link. CW said she would take it on but would need assistance. SC thanked CW but said she was heavily committed with HTPM. **5.3 - SC to review.**

Code of Conduct

The Governors agreed to sign and return to the clerk.

The clerk will make the necessary changes to the documents outlined above and publish – **5.4 – GB to amend documents.**

6 Agree and approve previous minutes

The minutes of FGB6 15/7/20 were distributed in advance for review.

Matters Arising

DS highlighted Section 7 – Elmdale Contract – there was an attempt to gain a one-year contract, DS said it was not reflected in minutes that if a one-year contract could not be negotiated, we would go ahead with the three-year contract.

DS raised the FMP that was not approved at the last meeting. This was due to the school awaiting an updated policy from WB. DS/CJ had agreed that as the policy was still pending, the 2019 version would stand. DS stated it was important to note that the 2019 version is the active document.

School Donor – SC queried if these had been ordered/received. MH will update on this in her report.

	<p>Open Actions</p> <p>8.1 – TW/PB to look at school website examples – TW said she had reviewed the policy section of websites and an example that MH had sent through. MH reported that the current website contract expires in May 2021. SC talked about finding a governor with website knowledge before that. PB thought the current website was good but she had reviewed a website that had a translator tool which was novel. TW offered to give some insight into other providers to guide the process. TW said it should be fresh, mobile responsive. MH queried if this would be raised at the People Committee. TW/CJ confirmed this would be covered. CJ queried what choice there was. MH said the choice is ours. MH said the IT Manager will be reviewing the technical requirements. Closed.</p> <p>8.2 – GB to prepare committee ToR's for September FGB approval. Closed.</p> <p>4.1 – GB to send SC the details of LA & Co-opted roles. – Closed. 5.1 – Heads of committees to publish their meeting dates ensuring the clerk and chair and copied in – Closed.</p> <p>The Governors AGREED to approve the meeting minutes and virtually agreed for them to be signed off.</p>
7	<p>Governor meeting dates 2020/2021</p>
	<p>Covered under actions.</p>
8	<p>Headteacher Update</p>
	<p>142 children on roll 5 classes between 25-31 children 16 new entrants so the upper end of where we were expecting. 1 further FS child expected which takes the numbers up to 17. We are doing well with filling the spaces and this is good for the finances. Mrs. Makepeace made the transition from KS2 to FS1/Yr1, she has done very well and managed to attend some training during the summer term. The teacher is working alongside a very experienced teacher. MH said it was a difficulty transition not being able to invite parents in. Mrs. Makepeace made extensive contact with families over the summer term. Mrs. Makepeace will be continued to be support through her first year teaching FS/Yr1 with CPD and mentoring.</p> <p>MH reported that there are extensive risk assessments in place for parents, staff, and children. The children were wonderful and seem pleased to be back in school.</p> <p>The Deputy Head advert has gone live with a closing date of 30th September. The LA reviewed the job and person spec. MH is hoping that SC will be able to join the interviews panel. MH said she had sent out three candidate packs so far. CW queried if MH thought this was a good response. MH said she was pleased under the current circumstances, she was expecting less.</p> <p>MH reported that it had been possible now to have essential visitors in school. All music tuition is now in place to take place in the hall. A risk assessment was undertaken with the school partner Berkshire Maestros. This is so important for the children in terms of enrichment and the school is very musical.</p> <p>There are also other external agencies who support with behavior and special needs who are now making appointments. Not all of them are doing face to face, some are virtual appointments. Diagnosis's are still taking place as external agencies need to be able to assess children in the school environment to be observe their behavior. MH has been in contact with the Diocese and LA. Normally at the start of the year meetings take place to ensure the school are meeting their requirements and pushing forward. MH has undertaken these meetings and discussed the SDP, the context of the school, the Deputy Head appointment and what training will be available. The English coordinator will be working on oracy in-line with the SDP objectives. The Maths LA consultant will be working with the Maths coordinator on fluency which is in the recovery curriculum along with the additional requirements of times tables testing. There is also further support in place through the SIP for developing the curriculum. She will continue to work with the Literacy coordinators. MH is mindful that staff are under immense pressure at present and is conscious about putting too much on them. MH said there was fantastic collaboration between the local schools. MH invited questions.</p>

Resources

MH reported that in the newsletter this week there will be an announcement about the newly funded interactive whiteboard. The school has also now received the covers for the i-pads which were donated. MH reported that she would be thanking the private donor. The Wi-fi has been upgraded which now encompasses the hall. There is also connectivity outside and in the playground. MH reported that given the current requirements to virtually educate children and to also teach the children about the process. The school could really do with some chrome books as there are only one set of laptops for the whole school.

Risk Assessments

MH thanked CL for his support with the risk assessment process.

10 teaching days and 12 days TA support due to staff awaiting tests or results for Covid-19. This mainly related to their children having symptoms and the issues around testing. Behind the scenes there has been lots of juggling around some supply cover. There was the point where the school reported to the LA that it could no longer maintain bubbles for the staff. The LA reported that as long as stringent hygiene procedures were being followed, keeping the school open was the priority. The class bubbles are still in place with safe ratios in place.

Recovery curriculum

MH referred Governors to the SDP that was distributed in advance. The first section covers the recover curriculum. The priority 1 covers the children settling back into the school routine, this allow applies to parents. The parents evenings are being bought forward this year to reassure parents. The meetings will be telephone meetings. MH decided not to go for zoom meetings as this was not inclusive enough and it may put some parents off. There will be no lost time due to technology they will be focused calls. SC talked about Governor presence at parents evening which won't be possible. SC asked if there could be a link on the website if parents wanted to get in contact with Governors. SC said her email account links into her cog email address, so it can be published. A pupil voice questionnaire was put together for the children by the SENCO who ensure they were accessible to the children. AB has reviewed the feedback and if any children mentioned being worried they had the opportunity to respond to their teacher. Overall 85% happy, some children were not sure, and one child was unhappy as they were worried about being able to play with a particular child at playtime. The mood amongst most of the children has been good which is encouraging. There are some children who are finding it difficult getting back into the routine of listening, taking turns, not talking over each other. There are other children who are very eager. MH talked about continuing to embed the routine and she is sure things will move forward. MH said there had been no serious behavior incidents, the children have adapted reasonably well, and this includes some special needs children.

AB talked about the remote learning opportunities for children who are working from home. The children are still able to access the White Rose Maths and now Oak Academy which has a huge resource of lessons. Units were selected in-line with the current curriculum strands in mind. The children can do very similar learning as if there were in school. Today there were 10 children at home, but this fluctuates. Everybody has been caught out by the testing system. SC challenged the remote learning provision for those who are self-isolating. If there are children who do not have IT, what is in place to support them. MH said that the correspondence to parents states to get in touch if there are difficulties and the school will endeavor to provide something for those families. The school has also registered with the DfE for additional laptops in case of another lockdown. The school would be entitled to nine laptops. SC asked about YR children, MH has issued separate correspondence to those parents and is gradually building relationships. MH is still looking at the issues of providing remote learning for four year old's, this is very difficult. AB said that children are already learning about the links available and Google classroom. MH said she was open to questions should anybody think of anything they want to raise. AB congratulated MH on the SDP work. SC said the strand on Recovery is very comprehensive and that strand can underpin the others which is important.

9	Chairs' Update
	<p>Governor calendar SC said that when she distributed the calendar she was really not sure what tasks had to be completed and when. SC said it was difficult to just respond to things on an ad-hoc basis and things should be sufficiently planned out. SC wants to give Governors the information about what tasks are required. It is also useful for any potential governors to review. SC queried the Finance committee dates. SC said that when meetings are coming up Governors can review the topics for discussion and the actions required. SC queried having discussions via text with Governors, would everyone be happy with that. The Governors made no objection.</p> <p>Governor Link Visits SC said that from September moving into October, Governor link visits will be due. The H&S and Safeguarding visits will be done by CL. CL said he would have to go into school for this. SC asked if this would be considered an essential visit. MH said that if it could take place after school and with approval of the Office Manager, that would be permitted. The single central record is also managed by the Office Manager, so the Safeguarding check can also be carried out. SC asked if JM was linked with AB. JM and AB said they could visit after school hours. AB is still doing PP, SC will get in contact for this link. Once reports are completed please email to MH and SC. The other links should now get in touch with their teachers and have virtual meetings. AB asked if these could take place after parents evening. SC said that would be fine, towards half term. MH said more information would be gained then.</p> <p>Pay Committee Meeting Coming up in October, a date needs to be set. The Governors agreed to set a date, the guidance has not been received from WB as yet.</p> <p>HTPM The panel members are available for the dates suggested by the SIP. MH will take this forward with the SIP. SC can participate for most of the panel meetings.</p> <p>SC talked about the previous discussions around inviting various subjects leaders to Governor meetings. SC feels this is would be worthwhile for both staff and Governors. It would increase the exposure of Governors to staff and it improves teacher presenting skills that are needed for Ofsted. SC has not yet matched up which staff would attend which meetings. SC will be covering this with MH. SC will look through the SDP priorities and look at the staff responsibilities. SC suggested just a fifteen minute timeslot and the process should not be onerous. SC asked MH what she thought. MH said the length was perfect and staff would welcome the opportunity, although they would be nervous. Perhaps key questions could be prepared in advance. CJ asked MH to identify a member of staff to attend the upcoming People committee meeting. MH/AB will give this some thought.</p> <p>SC requested that the committee chairs go through the SDP and work out what items relate to their committee. What needs to be added to the committee remit that Governors can have oversight of. SC asked for any additional areas to be added to the Governor schedule/planner.</p> <p>SC asked if anybody wants to attend the training the clerk sent out, please email her to book. CL is booked onto the Safeguarding Network and SC is booked onto Leadership Forum and Effective Charing.</p>
10	Finance
	<p>There was an action from the last FGB meeting (15th July) for all Heads of Committees to publish their meeting dates. To that end, I attach the subsequent email I sent to SC; We do need to address the date of the next FC meeting, as the last 2 have been shelved due Covid-19. DS has not seen any Finance Reports recently, which makes the value of convening an FC meeting, even by Zoom, of questionable value. For those of you who do not receive FGB minutes, our latest Terms of Reference were agreed, as were our policies on Charging, Lettings Charges and Governor Allowances. Approval of our Financial</p>

	<p>Management Policy, and its numerous Appendices was deferred as WBC are currently reviewing their model policy. DS is trying to establish current status.</p> <p>DS queried if the Finance Manager had received training. The Finance committee urgently need a budget monitoring report. MH is due to meet with WB who are supporting, to provide a monitoring report. The Finance Manager is attending training now. DS asked if no news was good news. MH said there was additional room in the finances due to the two additional children. MH believes there have been some savings from the lockdown period. MH does not have these final figures as yet. There is some catch up funding coming in which is approx. £80 per pupil over the course of the year. MH is not anticipating any shortfalls or major issues, but she is also awaiting the budget monitoring report too. DS said that as soon as the report arrives the Finance committee will convene.</p>
11	Safeguarding
	<p>September update to KCSIE – The clerk sent out the update to Governors to review. SC asked if everybody had read the update. SC asked the Governors to state in an email that they have received and read the document. MH reported that all staff had been updated on the KCSIE changes and undertaken a quiz.</p> <p>Child Protection Policy This was distributed in advance for review. MH stressed the importance of the addendum in the policy. SC asked CJ to liaise with the Office Manager to finalise the policy. 11.1 – CJ – contact Office Manager.</p>
12	H&S/Premises
	<p>MH reported that she had a buildings and report from the Office Mgr.</p> <p>Boiler 1 We have a leaking heat exchange unit on Boiler 1 – this does have a 5-year warranty so should in effect be covered by this. However, we are being advised by the manufacturers that they will take the unit away and test it. If it is proven that the reason for the leak is as a result of poor service or water quality, the cost of replacing this until will fall to us. We are of course able to prove full service history with one of their own recommended service engineers, however, we are reliant on the water quality being fine provided the correct chemicals were used upon installation. The unit is being removed for inspection on Monday 21st September and we hope to hear back in due course of their findings. This could potentially incur a charge of just over £3,000 to repair!</p> <p>Solar Panels You may have had an opportunity to view the new panels on the roof of the original building and at the rear of the building on the roof of the Year R/1 block. These panels are daylight panels and so are not reliant on solar light. We have two inverter units in school (one for each set of panels) and these provide a reading of the amount of light being stored. We have a meeting with Phil Newton from West Berkshire Council next Thursday, 24th after school to advise us on how these readings will equate to energy that we can purchase “off the grid”. CJ suggested promoting these in the newsletter, MH noted this.</p> <p>New Sheds The new sheds are now in place on the field. The old sheds need to be emptied and then at some point taken down and disposed of. This was a job we had planned for the Community Payback people to undertake, but in the current circumstances this will not be possible. We may need to consider putting together a working group to do this in the future.</p> <p>Section 106 Suggestion As a result of reducing numbers, we now have our Year 4 Classroom (building at the front of school) that was originally built to be a multi-use room, not being used as a full time classroom. To enable us to consider this as a possible source of income, it is thought that we may be able to make this space self-contained – by adding a toilet – to enable us to offer the space out for community use. This has been considered by the Education Assets Team and is felt to be a possibility. Our next step is to put forward a proposal to “sell” this to be able to be covered by Section 106 funds.</p>

	<p>New Play Area</p> <p>Our new play area is now well established; however, we have incurred delays in being able to get the Grasslok put down to enable all year round use. We were advised in June that Covid-19 restrictions have meant that jobs that require 2 men are severely limited as a result of social distancing measures. Babs is attempting to get in touch with the instructed contractor in this respect to try and speed this along. DS requested a copy of the report for the Finance committee.</p> <p>DS raised the report that CL produced for Governors. CL sent it out to Governors. MH sent through the risk assessment to him and it is very clear that there was lots of input. The guidance has also been adhered to which is excellent. CL talked about how transparency in the report maintains the confidence of the parents. The key thing was the H&S of staff and CL discussed the workload of staff with MH. There were discussions about using volunteers again to reduce workload. The system is working well and it is very thorough. CL said it was clear that staff were working right on the edge and that is not sustainable in the long term. MH is reviewing everything and monitoring staffing. CL said it was a very challenging time and the school were doing very well to keep all the controls in place. AB talked about the difficulties and the intense workload due to bubbles.</p> <p>SC asked if Governor could potentially volunteer, maybe to help at lunchtime or with cleaning. SC understands it is difficult timewise. MH thanked CJ for her help with Lark's club. CJ said JM would be helping too. SC thanked CJ & JM for their help. CL asked who would be managing the volunteers. MH said that the Office Manager would manage.</p>
13	<p>Church School Matters</p>
	<p>JM said things were not good but open now. JM has spoken with MH/AB regarding a virtual harvest and remembrance. JM is attempting to do a video each week. AB said these are on the website. It is very difficult at the moment. MH said it could be possible for two children to bring up a wreath. AB said Kingfisher class would be leading harvest and will be in contact with JM.</p> <p>SC talked about the link with the Diocese and the training available. There are lots of webinars to do and some very good resources.</p> <p>MH said the school is working with other local schools to possibly recruit a pastor, there is a joint bid to try and find funding. JM said the funding would not come through until January 2021. MH asked if the Brimpton Head is aware, JM said she was meeting with her tomorrow.</p>
14	<p>AOB</p>
	<p>CL – Larks Club</p> <p>CL wanted it noted that parents were very grateful for the club re-opening when there was no requirement to do so. Sincere thanks to the school. SC asked if something should be put into the newsletter from the governors. 14.1 – SC to write something for the newsletter. MH said the club had been very successful and MH plans to open up to vulnerable families. MH said she did not yet have an update on Playzone opening. CJ asked what the barriers were. MH said it was due to staffing levels that are required.</p> <p>TW – Governors Conference</p> <p>TW attended the Regional NGA Conference virtually.</p> <p>Key Points;</p> <ul style="list-style-type: none"> • Wellbeing of staff, Heads, SLT • Ofsted visits which are commencing, not inspections but visits starting from next week. They will not ben inspecting under the usual framework. Governor attendance is not required but can attend to support if they feel that is necessary. <p>Thanks to TW for attending and feeding back. SC asked about notice periods for Ofsted, have they changed? MH said the usual day notice will apply but few documents will be requested.</p>

	<p>CJ – Governors section of website CJ requested that the Governor Attendance & Governor profiles be updated by the clerk. – 14.2 – GB.</p> <p>Sincere thanks to MH/AB and the team during this testing time. There has been lots of praise from parents.</p> <p>Upcoming Meetings Curriculum Committee – C1 5th October 2020, 7pm People Committee – P1 13th October 2020, 4pm FGB2 – 11th November 2020, 7pm</p> <p>Meeting closed 8.35pm</p>
	<p><u>Actions</u> 5.1 – CJ to work with the People Committee to produce a Governor recruitment advert for both the newsletter and Parish magazine 5.2 – CJ to source the archived HTPM ToR 5.3 - SC to review the roles and responsibilities document 5.4 – GB to amend documents. 11.1 – CJ to finalise the CP Policy with the Office Manager 14.1 – SC to write something for the newsletter regarding Lark’s club 14.2 – GB to update the Governors section on the website</p>

Signed:

Date: