



Aldermaston CE Primary School

Minutes of Meeting (FGB 2) – Wednesday 11th November 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, Gayle Bonner - GB (Clerk)

Solvej Biddle (potential Governor) Observing

This meeting was held via Zoom.

1	Opening prayer
	SC welcomed everyone and handed over to JM to conduct the opening prayer. SC introduced the Governors to observer Solvej who had expressed an interest in becoming a Governor at the school. The Governors introduced themselves and talked about their roles on the Governing Board. Apologies were received and accepted from EJC, no apologies received for JS. The meeting was quorate.
2	Declarations of Interest
	There were no declarations of interest.
3	Any other urgent business
	Pay Policy – To be covered under Item 15. Governor Posts – JM, to include a Part II.
5	Review HTPM ToR & R&R Document
	The Roles & Responsibilities document was distributed for Governors to review. SC asked if there was anything that was incorrect. DS queried the Finance Officer being listed as an Associate Member, the clerk clarified this was correct, the Finance Officer is not a Governor. TW needs to be removed from the Curriculum Committee as she is sitting on Finance and People Committees too. 5.1 – GB TW from Curriculum. The clerk sent CJ a copy of the HTPM ToR, this was APPROVED and fits the remit. 5.2 - GB to revise and publish.
6	Agree and approve previous minutes
	The minutes of FGB1 22/9/20 were distributed in advance for review. Matters Arising None raised. Open Actions 5.1 – CJ to work with the People Committee to produce a Governor recruitment advert for both the newsletter and Parish magazine – Completed, Closed. 5.2 – CJ to source the archived HTPM ToR - Completed, Closed. 5.3 - SC to review the roles and responsibilities document - Completed, Closed. 5.4 – GB to amend documents - Completed, Closed. 11.1 – CJ to finalise the CP Policy with the Office Manager - Completed, Closed. 14.1 – SC to write something for the newsletter regarding Lark’s club – Open - JM/CJ to complete this. 14.2 – GB to update the Governors section on the website - Completed, Closed. The Governors AGREED to approve the meeting minutes and virtually agreed for them to be signed off.

7	Policies
	<p>CJ and MH reviewed the model WB policies which take guidance from the DfE. All of the policies have been approved by the unions. The People Committee reviewed the policies which were then distributed in advance for the Governors to review.</p> <p>Model Capability policy Model Code of Conduct Model Disciplinary Procedure Model Leave of Absence Model School Grievance Statement for dealing of allegations of abuse</p> <p>JM raised the <i>Excellence for SIAMS</i> that could be adopted for policies to include a vision statement alongside the policy body. CJ briefed that the school tree would now appear on the policy template.</p> <p>The Governors all agreed to APPROVE the policies.</p>
8	Headteacher Update
	<p>MH distributed her headteacher report along with the most recent version of the SDP to Governors in advance.</p> <p>Attendance 96.4%, above target of 96% - however MH reported that due to SIMS reporting, this figure did not include the Covid absences. MH said there were still children isolating due to Covid. Home learning has been ramped up and is being monitored. MH talked about the impact of Covid on the children and their learning. DS asked if any children had contracted Covid. MH said that no children had contracted Covid but there have been parents who have. These parents were excellent at following the guidance. DS queried the percentage for the missing Covid days, what does it equate to? MH said it would be very difficult to average out the various absences, there is much disparity. MH said she would be happy to provide the percentage in future. SC asked if the attendance figures were still being submitted to the DfE. MH confirmed she was still returning information on children and staff.</p> <p>CJ queried the FSM numbers that had gone up, but some PPG children had reduced. MH said some children had left the cohort and some children had been newly added to the FSM register. CJ queried the workload for staff for these additional children. MH said the need was not necessarily linked to FSM. AB talked about how the children were tracked and that the workload had not hugely increased.</p> <p>SC queried the attendance figures for authorised absences. MH said the figures did not include authorised absences.</p> <p>Complaints and Concerns MH outlined these along with the positive feedback from parents. MH thanked CJ/JM for their help with Harvest Festival.</p> <p>MH praised the ELSA and her work.</p> <p>MH said staff wellbeing was very high on the agenda and the team was looking after each other. MH said she was reintroducing learning walks and lesson observations but was managing these sensitively in terms of staff pressure. CJ asked if staff bubbles had reassured staff. AB said staff were now able to get a break and have lunch/toilet breaks. AB said the field had been opened up to give the children more room. CW queried if MH felt staff absences were more settled. MH said the staff cover was still an issue. CW asked if there was additional funding. MH said there was no extra funding and she was concerned about the finances. There are extra hours being paid for cover meaning additional expenditure. MH said</p>

that the Government had been pressured to provide additional funds but so far nothing has been announced. The additional costs are being tracked.
Staff performance management evaluation meetings have taken place and a pay committee meeting is scheduled for Monday 9th November to review pay recommendations.

SLT are finalising the recruitment to cover some extra hours for TA support required to meet the additional needs of children in two classes. There has also been an application submitted to the vulnerable children's grant. This could cover some of the costs of these hours while the assessments are completed to apply for support funding on a more permanent basis.

Sadly, Trevor Moore resigned at the end of last term due to a change in personal circumstances. He has been with our school for over nine years and specialised in working as one to one support for children who had EHCPs. His hours are being temporarily covered by another member of staff.

As you are aware, the school are also sadly saying farewell to Ally Burrige at the end of this term. On Thursday, 8th October, interviews for the role of Deputy Headteacher took place. Three candidates were shortlisted from a field of five applicants. The interview process involved a Q&A session with the Year 6 House Captains (via Zoom), a collective worship video, an unseen timed written task on provision for disadvantaged children and a panel interview with SC, CJ and MH. The school was delighted to appoint Iain Gunn to the role which he will take up in January 2021. He is currently a KS2 phase leader at a large Reading school. Iain has already visited the school and his induction will begin over visits taking place in Autumn Term 2 when he will have a handover with AH, meet his new class and have the opportunity for some joint planning with his new co teacher.

SC raised AB Staff Governor role. The clerk will need to undertake the process for a staff election, MH will inform the clerk when she wants this process to commence.

Partnership and Collaboration

Home learning

Children who are missing school as a result of the Covid 19 isolation requirements can access home learning through our website under the home learning section for each class. They are invited to e-mail completed work in for feedback.

The school have registered with G Suite for Education and staff are currently training in the use of google classrooms. Teachers have begun to use the platform in lessons with children to implement training and help children and other staff to become more familiar with the tools available. In the event of further school closure, video contact can be made with children through this platform and children will also be able to submit work and receive direct feedback.

Times Table Rock Stars

Staff identified numerical fluency and particularly knowledge of times tables as an area where children have lost ground as a result of lockdown. Consequently, the school have signed up for the Times Table Rock Stars website which allows children to practise times tables in a fun way so they become more fluent in their skills. This is also another platform which can be used for home learning.

Early Years

The Early Years Staff are using Tapestry (an online learning journal) to share learning with the parents and carers of children in EYFS. Families are also encouraged to share home learning and achievements through Tapestry. The school anticipate that this platform could be utilised for home learning if required.

The school have provided individual maths 'kits' to all of our EYFS children to take home to help them to practise fundamentals such as number formation, counting and fluency. The kits include a parent information booklet which outlines our approach to teaching maths in EYFS. There is already some lovely evidence (through Tapestry) of these in use.

ICT survey

As suggested at the last FGB, surveys were sent to parents to identify any issues with internet access of devices available which might limit children's ability to take part in online home learning.

There were 53 responses received which is 37% of our families. This translated to roughly a third of each class returning surveys as number returned was fairly equal across different classes (between 9 and 13 returned surveys per class). All returned surveys indicated that they had internet access and devices available for home learning. Two responses flagged that they did not have a printer available to print off worksheets if required.

Parents Evening Appointments

Parent feedback provided to Chair of Governors.

From a school perspective, the parents evening appointments were a useful opportunity to have early conversations with parents about attitudes to learning, initial assessments, identified gaps and wellbeing. Positives included being able to speak to both parents together in many instances due to the reduced requirement for childcare. Staff would also have liked to be able to share examples of work. Staff reported that parent feedback was very positive in respect of children's return to school and parents were also keen to support as much as possible at home.

Initial bookings for appointments were at 76% (ranging between 70% to 81% across classes). Teachers have since been able to book additional appointments with more to follow. The intention is to speak with every family.

Aldermaston's wider community

There are currently no offsite visits while further guidance re lockdown is gained for the expectations of schools.

Any visits would probably have to be restricted to our older children, particularly considering adult/child ratios required under our risk assessment processes. The booking for the Year 6 residential trip to Wales, which was rescheduled to March 2021, remains in place at the moment but the situation is under review.

SIMUL partnership

The school have signed up to an extension of the SPP partnership which has been offered in response to the interruption caused by the pandemic. The school will access training and resources on conducting school reviews in a Covid secure manner and schools in this partnership continue to benefit from close working relationships. The intention is for school reviews to resume in the Spring Terms of 2021 – albeit in an adapted format.

Peripatetic teaching

The school have worked alongside our external music teachers to implement new Covid safety measures. This has ensured we can maintain our extra-curricular music offer. Music has a high profile in our school and the peripatetic teachers are currently providing music lessons in guitar, keyboards, violin, percussion and woodwind. Additional children have taken up music lessons since the beginning of the school year.

PTA

The PTA continue to be a fantastic support to the school and are keen to continue to fund raise and find projects to support to benefit our children. The recent collection of clothing raised over £700 and they are continuing to sell second-hand uniform. Donations to the PTA have funded a new class set of iPads to support learning in our school and a new display screen and sound system in the hall. These are phenomenal resources for the children and will give them access to a wide range of new learning opportunities. The iPads are supporting the increased use of learning apps across the school and the display screen system in the hall is ensuring teachers are able to use new PE resources during indoor PE sessions.

9	Chairs' Update
	<p>Governor Development and Link Visits</p> <p>SC attended the Leadership Forum and Effective Chairing training which she found very useful and reassuring. There was discussion around policies, how to use them effectively and how to review them.</p> <p>The Governors had previously discussed staff attending meetings to present to Governors. SC said that this would count towards evidencing, monitoring and evaluation. SC shared the GDP (Governor Development Plan) which outlined the Governor area of responsibilities. Quite a few schools have halted Governor link visits due to the pressure on staff. SC asked Governors about their thoughts on postponing link visits and asking staff to record something for Governors. PB said it was important not to put more pressure on staff at the moment and felt visits would not be appropriate. SC said there were statutory links that have to be maintained, H&S/Safeguarding. AB said that some staff would feel uncomfortable with recording themselves. AB also expressed concern about not having a two-way dialogue and that staff may not feel valued without the usual personal touch. TW said it would be beneficial to still have link visits but to give the staff a choice and make it more informal. MH warned about ensuring having a consistent and fair approach across all the staff. MH said it was also important to evidence the monitoring for Ofsted. CW said it had been difficult to build up any relationship with her link due to Covid cancelling meetings. CW said she would appreciate a zoom call with her link to build up a relationship and report her observations. SC suggested going through the areas of responsibilities as some staff have multiple links. The key areas to cover could have actual zoom meetings with reports filed to ensure evidencing. MH asked for PE to be looked at as Ofsted had previously raised issues with the provision, the school have since heavily invested in additional support.</p> <p>SC said that as Recovery was covered at every meeting it could be removed. AB linking with PP with Iain taking over, AB said she had her report ready to send to SC. CW asked if she could undertake her link with Maths. MH said that CJ had already linked with Mrs. Makepeace for FS so asked if CW would switch to PE until Iain takes over, CW agreed.</p> <p>SC said that leadership forum had alerted her to the requirement for a Governor for LAC children. The forum also suggested that statutory policies were covered by FGB and other policies could go through the relevant committees.</p> <p>Strategic work of the board It was recommended that a review was undertaken to look at what needs to be achieved over 3 years and for the year ahead. SC has some information to send to committee chairs and this will be discussed at the next meeting. CW said that SC had raised this previously but obviously the current situation has dictated. When things are more normal then the school can hit the ground running with a road map. JM suggested adding two questions to the end of meetings to look at the strategic outcomes. The Christian vision could be added to each agenda. SC agreed that was a good way to evaluate meetings. 9.1 - JM to send GB the wording for the agendas.</p>
10	Finance
	<p>The meeting of FC-96 took place on 22.10.20. The Report is appended as a meeting paper</p> <p>The new finance officer is now in place but was still undergoing training. DS said a report up to month 5 (up to, and including, August) had been received. The expenditure was well within the plan due to lockdown. The year-end projection forecast is still unclear at this point and there has been additional expenditure since the school has returned. DS highlighted the following from his report:</p> <ul style="list-style-type: none"> • 5.3 – budget submitted to WB – Action on Finance Officer • The staff costs from the main school budget have reduced as a senior teacher was not replaced and there was a saving from the finance officer appointment.

	<ul style="list-style-type: none"> • The committee reviewed the spend to date until the end of August but no further reporting at this stage. • 6.5 – NOR – 142 compared with budget forecast of 143 so near balance – LA projections are quite low and the forecast for the year ends are questionable at present. • SFVS – 2019-2020 return was cancelled – status of 2020-2021 to be confirmed. • Premises – Officer Manager confirmed there were no outstanding spends and the section 106 (Log Cabin) project has been scrapped. • The next finance meeting will discuss the solar panels. • Health & safety – CL due to have a walk with the Office Manager in November. CL reported that he had to prioritise the section 106 safeguarding audit but will schedule a visit in the new year. • Financial Management Policy – still awaiting the WB model policy. • School fund policy – it was agreed that this may be an appendix to FMP not a standalone policy. • SDP was reviewed and agreed no significant expenditure was identified.
11	People Committee
	The meeting of P1 took place on the 13.10.20 and the minutes were distributed to all of the Governors. The Committee asked if they could change the name of the committee to the Community Committee. The Governors AGREED to this change.
12	Curriculum Committee
	<p>The meeting of C1 took place on the 5.10.20.</p> <p>SC reported that a teacher had presented on the progress of Reading and Literacy in the school and the different aspects of teaching. There was lots of external evaluation by a WB consultant who praised the progress being made. The teacher also presented on the future plans and training opportunities. The teacher put in lots of effort and has made lots of progress with the children. The Governors expressed thanks to the teacher for her comprehensive presentation. The next meeting will focus on SEND with the SENCO presenting the data on expected progress rates.</p>
13	Safeguarding
	<p>CL attended the Governor Network training from WB via Zoom. The training focused on the Safeguarding Audit which is being finalised with MH and the Office Manager to review the SCR. There are no concerns relating to Safeguarding to report. CL said the risk assessment was current and would be reviewed again in January 2021.</p> <p>Actions completed at the start of the school year included: -</p> <ul style="list-style-type: none"> • Review of new CP policy, amended to reflect school information, shared with staff (who have signed to confirm they have read documents), copies in safeguarding folder and red boxes, added to website and adopted at FGB1. • Teaching staff read KCSIE '20, signed register and completed quiz. Arrangements made for remaining staff and volunteers to read KCSIE '20 and sign register. • Safeguarding update delivered as part of INSET training – this included highlighting KCSIE changes, particularly around mental health and understanding that. The school has made one referral since the start of the school year. This referral is now the subject of a S17 (child in need) assessment by children's services. The school are awaiting the outcome of an assessment. Mental health problems can, in some cases, be an indicator that a child has suffered or is at risk of suffering abuse, neglect or exploitation. <p>The recovery curriculum has prioritised supporting mental health and wellbeing for children (and adults) and working with children on internet safety as part of their computing curriculum this term. All classes completed a wellbeing survey with the children at the start of September to help identify children who may need extra support. 85% of the children reported they were very happy to be back at school. Where a need was identified, the school are able to make use of the ELSA (Emotional Literacy Support Assistant). The ELSA works out of a newly refurbished 'Rainbow Room' which is a safe space</p>

	<p>within the school containing resources to support the emotional needs of the children. Staff have identified priority children from their observations and working in partnership with parents and these are accessing support through formal ELSA interventions and light touch 'check ins' to monitor wellbeing depending on their level of need.</p> <p>Internet safety is a priority in computing lessons in school and newsletter articles maintain the high profile of internet safety with parents and share links to support them in protecting children at home. The newsletter was also used to flag a recent alert over concerning content on the Tik Tok platform. AB and MH have undertaken an Autumn Term (1) review of the safeguarding folder. This is part of the monitoring processes to ensure a review of records and follow up on any outstanding issues.</p> <p>Next-></p> <ul style="list-style-type: none"> • MH and CL (Safeguarding Governor) to meet for S175 safeguarding audit • CG is booked on to designated safeguarding lead refresher training on 10th November 2020. • MH is booked on therapeutic thinking training in November and December 2020 (five days in total). <p>Therapeutic Thinking is the local authority's preferred approach to behaviour management in schools and training will inform a review of the behaviour policy and bring the school into closer alignment with the Therapeutic Thinking Team (formerly the Behaviour Support Team) who provide support to schools in dealing with challenging behaviour in West Berkshire.</p>
14	H&S/Premises
	<p>The Office Manager sent the following update:</p> <p>November 2020</p> <p>Boiler 1 – the boiler report had advised that the school were liable due to chemical levels. The school are currently seeking legal advice in this respect. The information provided by all parties concerned with the installation, including the manufacturer did not specify chemical levels checking on the boilers regularly.</p> <p>Solar Panels – The school hope to be able to provide figures of savings from these panels at some point this term.</p> <p>MH updated that the school Covid 19 Risk Assessment was shared with all staff at the start of term. This document had been updated twice since the start of term with the most recent version forming part of the documentation for FGB2. Measures are reviewed on a weekly basis and staff are encouraged to share any concerns or suggestions.</p> <p>Newsletters have been used to share key information about the response to Covid 19 and government guidance and information is also available through the school website. The school have also recently shared road safety resources to support parents.</p> <p>Risk assessment measures have been monitored externally: -</p> <ul style="list-style-type: none"> • H&S virtual meeting Thursday 17th September (see governor visit record by CL) • Monitoring visit by Alice Pye of West Berkshire Health and Safety Team on Tuesday 6th October. No concerns identified with measures in place. • There have been two reports made on Crest since the start of this school year. <p>The first incident took place on 2nd October. A child tripped over another child during an altercation and hurt their wrist. This was later identified as fractured and a wrist support was required while the injury healed. The second incident took place on the 12th October. A child playing on the large play equipment slipped backwards off the bridge and banged his head on it as he fell. This caused a cut to the back of his head which required glue. Both children have now recovered from their injuries. BB attended accident investigation training on the 22nd October 2020.</p>

	Next-> The school are expecting further guidance from the DfE in response to the lockdown announcement made on 31 st October. The risk assessment measures will be reviewed in light of this guidance and any necessary changes made.
15	Pay Review Committee
	<p>The Pay review committee met on 9.11.20. They reviewed the pay policy along with the anonymised report.</p> <p>The committee agreed to a ½ point increase. Due to Covid, not all targets were not met but WB said that unless there were specific issues it would be unfair to withhold the pay increase.</p> <p>Pay Policy The policy was reviewed and there were no changes recommended. The committee recommended the policy for approval. The Governors APPROVED the policy. 15.1 - GB to amend the policy into the standard format.</p>
16	Church School Matters
	<p>MH updated that the Christian value for the Autumn Term (1) was friendship. This gave the school the opportunity to support children as they re-established their peer groups within classes.</p> <p>The term started revisiting the Aldermaston Vision and the parable of the sower. Classes used the tree as the basis for recording and celebrating the children's experiences of friendship within Aldermaston community.</p> <p>Collective worships shared a range of scripture providing examples and guidance on friendship. Bible stories included Jesus choosing his disciples, the loneliness of Adam, down through the roof and the loaves and the fishes. The school are very grateful for Reverend Jane's support and contributions.</p> <p>The school continue to share the collective worship resources through the school website which includes weekly collective worship slides, links to resources and also highlights important festivals, celebrations and holy days for other faiths and cultures.</p> <p>The House Captains have adapted brilliantly to their leadership role in these unusual times. They have filmed House Group collective worships on the theme of Friendship including reflection activities designed to include all age ranges in the school which are being shared in every class.</p> <p>The Harvest Festival Service (22.10.19) was very successful and the Food Bank appreciated the generous donations made by the school community. Donations totalled 93.2kgs which is the equivalent to approximately 200 meals. The service was led by the Kingfishers Class on the theme of 'Kind hearts are the garden' based on the Longfellow poem. The children praised the hard work of farmers who produce the harvest and reminded everyone to plant seeds of kindness, respect and understanding in our hearts. The service also included a special blessing from Reverend Jane. The video of this service was shared with the parents and carers of children within Kingfisher's class as well as being shown within classes.</p> <p>Classes have also been able to share some videos of collective worships provided by Oxford Diocese.</p> <p>The diocesan link advisor, Robin Sharples, had a video meeting with MH on 10th September. This initial meeting covered the SDP priorities and updating school records but was also an opportunity to reflect on the school's response to Covid 19 and any support which would be useful in the coming year.</p> <p>DS reported that the York Nativity had been cancelled this year along with the Christmas tree in the village. There are plans to put up some lights on the Eagle Gates. CJ reported that there will potentially be a tree at on The Fallows. MH confirmed that Wasing estate would be providing a tree as usual.</p>

17	AOB
	<p>SC expressed her thanks to the Governors for their additional support outside of meetings with preparation of papers.</p> <p>SC said this would be the last FGB meeting for AB. The Governors expressed sincere thanks for everything AB has done over the many years she has served at Aldermaston. AB gave the school 14 years of commitment, determination and passion. There will be goodbye gift to say thank you to AB.</p> <p>JM raised the vacant Governor positions. SC said that Solvej approached the school via the Governor for Schools advert. JM proposed another person who had expressed an interest in becoming a Governor. SC suggested JM ask for a CV to be submitted for the Governors to review. The Governors discussed the best fit for the current vacancies of 1 Co-Opted and 1 LA Governor. 17.1 - GB to send Solvej the Governor application forms.</p> <p>Upcoming Meetings Curriculum Committee – C2 13th January 2021, 7pm FC-97 - 19th January 2021, 7.30pm People Committee – P2 19th January 2021, 4pm FGB3 – 3rd February 2021, 7pm</p> <p>Meeting closed 9.15pm</p>
	<p>Actions 14.1 – JM/CJ to write something for the newsletter regarding Lark’s club. 5.1 – GB to remove TW from Curriculum Committee. 5.2 - GB to revise and publish the HTPM ToR. 9.1 - JM to send GB the wording for the agendas. 15.1 - GB to amend the pay policy into the standard format. 17.1 - GB to send Solvej the Governor application forms.</p>

Signed:

Date: