



## Aldermaston CE Primary School

### Minutes of Meeting (FGB 2) – Wednesday 22<sup>nd</sup> January 2020- 7pm

**Present:** Mel Higgs – MH (Headteacher), Ally Burridge – AB (Deputy Head), Sam Chaventre – SC (Co-Chair), Dave Shirt – DS, Cathy Jones – CJ, Thomasina Ward – TW, Patricia Boud – PB, Charlotte Watchorn – CW, Chris Laney – CL (via skype), Elizabeth Jeff-Coate – EJC, James Spackman – JS.

<b>1</b>	<b>Introductions, Opening Reflections, Apologies and Statement of Quoracy</b>
	Opening prayer led by CJ. Apologies received and accepted from DN, JM and GB, the meeting was quorate.
<b>2</b>	<b>Declarations of Business Interest</b>
	None.
<b>3</b>	<b>AOB</b>
	DS - Cycle Path, PB – Japan Days, CJ – Easter Service, Parents' Evenings, Governors' Social, AB – PTA.
<b>4</b>	<b>LA Governor Vacancy</b>
	SC confirmed that Daisy Eddy stepped down as Chair last Summer and her term of office as our LA Governor ends on 25 January 2020. She is not seeking re-election. The Governors wish to record their thanks for her dedicated four years of service to the school and her commitment and enthusiasm. WBC are aware of our vacancy. SC will ask GB to establish what are the criteria for this type of governor – <b>2.1 GB</b> . A card had already been sent to DE last year, MH will send one now that she has formally left.
<b>5</b>	<b>Agree and Approve Previous meeting Minutes</b>
	The Minutes of FGB1, 23 October 2019 and Extraordinary Meeting 7 October 2019 were agreed as a true record of the meetings.
<b>6</b>	<b>Actions Outstanding/Arising</b>
	<b>Outstanding Actions:</b> 1.2 – CJ to organise flood gates meeting – in hand, <b>Closed</b> . 1.5 (FGB1) All Governors to email GB with their completed NGA Training modules – <b>Ongoing review, Closed</b> .
<b>7</b>	<b>Standing Orders/ToR</b>
	The draft Standing Orders were sent out with the agenda. Query re section 17, DS asked whether we need to name the committees (to ease future-proofing), agreement is that we do name the three main committees and add in addition to the fact that there are four, not five as stated, Sub Committees, we also will have Working Parties on particular topics as the need arises. Question re section 18 and the four named roles, Clerk to confirm that these are all that are required – <b>2.2 GB</b> . What happens if we do not follow our Standing Orders, what are the implications for the FGB? We agreed that we must all ensure that we follow what the Standing Orders state. This aspect should be added to FGB4 when we review the operation of the FGB over the past year and challenge our effectiveness. Add to section 7, Governors may attend FGB remotely, say via Skype, subject to prior agreement with the Chair and use of common sense, so that a quorum of governors are physically present. The ToRs of the three committees should be aligned to all have the same review dates, ideally June/July annually to tie in with FGB4.
<b>8</b>	<b>Chairs Update</b>
	<b>Link Visits</b> – the purpose of these includes an element of training, to give teachers the confidence to know what it's like to respond to questions about their subject area, for is to gain insights and monitoring of progress. SC confirmed that Associate Governors cannot undertake Link Visits. See SC's slides and monitoring sheet (attached) <b>Ofsted correspondence</b> – SC discussed the reply received to our letter of concern and it was agreed that there is no merit in trying to take this further. <b>Leadership Forum</b> – SC tried to book but no places available – suggestion that the dates are shared around the governors and another governor attends if SC/DN unavailable. Most aspects will be picked up by MH at the Primary Heads Forum.

	<b>Staff Wellbeing</b> – this was discussed at the People committee meeting on 21 January 2020 and is referred to in the HT report.
<b>9</b>	<b>Headteacher Report</b>
	<p>MH explained the minus 3 pupils for the spring term – 2 siblings who have moved away and another child whose parents were rattled by the Ofsted report. The sibling remains with us.</p> <p>Forecast for NOR - we have been told the birth rate continues to dip, so the few years are likely to show reduced numbers. JS has done some work with BB about where families live and which school they choose. We have a reliance on out of catchment children.</p> <p>Staffing – in confidence MH advised that AH Finance Officer will be leaving at half term. Under the SLA WBC will support the recruitment process. Wrens class has a new PT teacher KJ on a FTC to the end of the academic year. MH is not yet unable to predict the class set up for the new year.</p> <p>Healthy Living Week – very successful and good feedback from parents.</p> <p>Absences – the data is distorted by a small number of pupils with significant health issues requiring hospital admission, three children account for 63 days. The GRT absences are in line with or above levels expected for this group.</p> <p>SDP – this is a working document, designed to be used by the middle leaders too., for example around Maths and how the use of the My Maths system is having an impact.</p> <p>CG has set up a SENCo network to share good practice, CW commented on her resilience in doing this, despite the Ofsted feedback.</p> <p>Residential Trip September 2020 – MH sought governors’ agreement to the proposed trip, same venue as last year, up to 25 pupils, ratio of 1:12, with one child with an ECHP so 1:1. Price is £338ph. The cohort includes 4 x PPG pupils. A full risk assessment is in place which will be updated when the final list of children is known. We will also require additional approval under the Evolve system as this is a higher risk activity. MH will take her car this time as an added feature. The governors confirmed their APPROVAL to the trip.</p>
<b>10</b>	<b>Curriculum Committee</b>
	The committee met on 16 January, the key focus is on reading, there is much activity around the school. The WBC SIA completed a Deep Dive recently which included a review of the reading schemes, use of the Classics, difficulty of texts. New Reading corners are being set up in classrooms. More books are on display in the library. The aim is to have a consistent approach across all classes. There is a renewed focus on guided reading and record keeping of reading. The PTA is helping with funding for the purchase of new books. Training has been given in Guided Reading. Two members of staff have joined a local Phonics network to access extra Phonics training. Our teachers are making visits to other schools to see best practice in operation and help to build on weaker areas.
<b>11</b>	<b>People Committee</b>
	The committee met 21 January. Minutes to follow. This committee will pick up all matters which do not directly fit with either the Curriculum or Finance committees. TW will join this group, looking at Marketing in particular. CJ showed the revised drawings of the Tree which all agreed were ideal. Thanks were expressed to the designer, Nigel.
<b>12</b>	<b>Finance</b>
	The Finance committee have not met since the last FGB. DS will produce a revised ToR at next meeting to include the Premises and Health & Safety aspects. He queried the length of the standard H&S policy (28 pages) but was told that this incorporates all current legislation etc and cannot be abridged. The budget is looking slightly more positive after a meeting with WBC Finance experts. The S106 project is still being pursued by BB. MH explained works in the garden including support received from the Community Pay Back Scheme to provide manpower. A H&S walk is planned by MH&CL.
<b>13</b>	<b>H&amp;S Update</b>

	Reported above.
<b>14</b>	<b>Safeguarding</b>
	All relevant information is in the HT report.
<b>15</b>	<b>AOB</b>
	<p>Japan mornings – PB explained a Volunteers’ initiative which she will lead with CJ to allow Subject Leaders time away from their class to work on aspects of the Curriculum, dates agreed are <b>Mon 10 February, Wednesday 26 February and Wednesday 4 March</b>, all Governors are welcome to support if available.</p> <p>PTA – AB confirmed that the PTA is struggling with few members and still seeking a Secretary. The next event is the Disco on Friday 7 February. The date for the Summer event is under discussion.</p> <p>Easter service – CJ advised the date is <b>Friday 3 April 9.30am</b> at St. Mary’s.</p> <p>Parents’ Evenings – <b>Tuesday 31 March and Wednesday 1 April</b> – Governors’ attendance requested.</p> <p>Governors’ Social – the Christmas event was a great success. CJ will arrange another gathering in the summer.</p> <p>Flooding of the cycle path – DS and MH explained about the joint action being taken by the Parish Councils of Aldermaston, Beenham and Padworth in respect of the recent flooding which meant that several school families could not walk to school. Earlier problems had been the overgrown vegetation last summer. This is supposed to be a safe route to walk to school. Correspondence has been sent to Ian Pearson, WBC Head of Education.</p> <p>Morale – AB reminded us all to encourage the staff to stop and pause for a moment and celebrate all that is being achieved, many milestones are being hit. There is much good work going on in the school.</p>
<b>Next Meeting: FGB3 – Wednesday 22<sup>nd</sup> April 2020 – 7pm</b>	
	<b>Actions Summary</b>
<b>2.1</b>	<b>GB to send guidance around LA Governors to SC</b>
<b>2.2</b>	<b>GB to review &amp; update ToR/Standing Orders</b>

Meeting finished 8:55pm

Signed:

Date: