

College Town Infant & Nursery School



Quality Education in a Caring, Happy Environment

MINUTES FOR THE FULL GOVERNING BODY MEETING

15th January 2018 at 5:30pm

Present:

Rita Carvosso (RC)	Chair of Governors (LA Governor)
Trudi Sammons (TS)	Head Teacher
Jenny Hipkin (JH)	Vice Chair, Co-opted Governor
Tony Whiddett (TW)	Co-Opted Governor
Katharine Middlemiss (KM)	Co-Opted Governor
Emma Batten (EB)	Staff Governor/Early Years Leader
Toni Barton (TB)	Parent Governor (arrived 6:19pm)
David Spence (DS)	Co-Opted Governor

In Attendance:

Cath Wadsworth (CW)	School Business Manager
Jackie Frew (JF)	Clerk

Minute No.	Details	Action by
1.0	Apologies: No apologies. TB would be late.	
2.0	Approval of Previous Minutes: Approved as a true representation of the meeting held on 6/11/17. The minutes were signed by RC. <div style="text-align: right;">Proposed RC Seconded JH</div>	
3.0	Matters Arising Item 10 – consultation questions had been actioned.	
4.0	Declaration Of Interests No declarations	

Minute No.	Details	Action by
5.0	HEAD TEACHER REPORT (see separate report)	
5.1	<p>RC noted that attendance had improved slightly.</p> <p>TS explained that three children were receiving new interventions outside school hours so as not to miss lessons. Of the remaining pupils, most were making progress. Year 2 writing showed no slow movers. Year 2 reading had one slow mover, and they had purchased Rising Stars and Dandelion readers to help. All lower attainers were doing well. RC asked what happened with the children who were not making expected progress. TS replied that those at Greater Depth were given depth tasks, though it was a slower process to develop within Greater Depth.</p> <p>In Maths, there were six slow movers within the whole school.</p> <p>The Alpha-Omega scheme was being used to help children in reading, writing and spelling, offering multi-sensory support. RC asked when this was used. TS explained that it was used before school and in the afternoon in 30min sessions four days per week. RC asked whether parents were on board with their children attending the sessions. TS confirmed that they were, and non-attendance was a result of parents working, rather than not wanting their child to come.</p> <p>Daily comprehension sessions were planned for Year 2 in Spring. Children, mostly boys, were targeted for core learning sessions. The SEND observation was rated highly by Bracknell Forest.</p> <p>A recent learning walk found that reading was not being implemented as per the school policy. All teachers were meant to hear children read at least once a week. There was concern about the number of books available, so the school had spent £4,500 to purchase a wider selection. These were aligned to letters and sounds. Pupils were now being given the appropriate colour, relating to their phonics data. Some books covered phonics alone. Dandelion readers were available for lower abilities with worksheets and activities included. The staff governor is helping to ensure that reading takes place regularly. EB reported that she had done a learning walk and reading was now in place.</p> <p>TS explained that, since many staff were not Maths experts, they had introduced an online Maths support for staff to practise and improve their skills. She felt it was important to model to children that it is always possible to improve. JH commented that some schools also run Maths workshops for parents. TS said they were arranging one in Feb for parents.</p>	
5.2	<p>DS asked about other subjects. TS explained that the priority in KS1 is to teach children to read and write to enable them to access information. Other subjects are built around the need to learn to read.</p>	
5.3	<p>TS commented that the ice rink trip was very popular with children.</p> <p>KM asked about the process with bullying. TS told the governors that when a</p>	

Minute No.	Details	Action by
5.4	parent reports an incident, the school's job is to investigate it. The recent incident was not substantiated as bullying or targeted at any pupil, although the protagonist did have challenging behavior and needed to be managed. KM asked whether both parents were contacted. TS confirmed that they were, and the incidents logged.	Non- staff governors
5.5	<p>Action: Governors to check incident log</p> <p>DS asked why nursery children were not let in at the same time as older pupils on rainy mornings. EB explained that the nursery now opens at 9am, having changed its hours to provide a 30hr week. TL suggested communicating this to parents, to manage expectations. KM had seen older children not being let in at 8:40am. TS confirmed that teachers should be letting children in at 8:40am when raining, and governors should report this if they see it happen again.</p> <p><i>See Part 2 minutes</i></p>	
6.0	EYFS UPDATE (see separate report) presented by EB	
6.1	EB told governors that the data was lower than expected for this cohort, but she felt it was unreliable (e.g. listening and attention scores), and teachers needed more training in assessment. They planned to cross-check the next set of assessments. They had given teachers time to listen to the children read, and predicted 85% in reading. All teachers would submit data again before Feb half term. TS wanted to check that pupils exceeding expectations were being stretched. A teacher would attend the course 'Understanding the World'.	
	<i>TB joined the meeting at 6:19pm.</i>	
6.2	EB said that the teachers were receptive to the feedback given. They had one experienced staff member, but the rest were junior. RC commented that it was positive that the issues were being picked up early in the school year.	
6.3	One staff member had been informed that she could not continue the apprenticeship training as she only worked in Early Years, despite the fact that the school had been originally told otherwise. They were looking into options.	
	RC asked how the children were coping. EB said they were doing fine. One child had initially needed regular naps at school but was now okay.	
7.0	<p>SEND</p> <p>TS told governors that the Local Offer needed updating.</p> <p>Action: include Local Offer in next meeting agenda.</p>	Clerk
8.0	<p>CHAIRS BRIEFING</p> <p>This has not yet taken place.</p>	

[illegible]

Minute No.	Details	Action by
13.0	No further Part 2 minutes	
14.0	<p>AOB</p> <p>TB asked whether there was any update on the proposed merger of the Infant and Junior schools. TS confirmed that there was no update. The report would go out 16 Feb. TL asked whether they needed an additional meeting. CW said this was not needed, as HR would get involved. RC asked whether all governors were aware that TS was the new Executive Head of both schools. TS confirmed that they were. She added that the governing body could decide whether to take on any governors from the Junior school. JF suggested that they review whether they needed to take on additional members to cover the extra work involved in monitoring the Junior school.</p> <p>CW reported that the governor details needed updating on the website.</p> <p>Action: RC to update governor details. JF offered to review the website and provide any help needed to update the governing body information.</p>	RC + JF
15.0	<p>Date of next meeting:</p> <p>19 March at 5pm</p>	

APPROVAL OF FINAL MINUTES

Name:

Signature:

Position:

Date: