

College Town Infant School



FGB Meeting
Monday 2nd July
at 7:00pm

Present:

Chair

Rita Carvosso RC

Members:

Tony Whiddett TW

Jenny Hipkin JH

Toni Barton TB

David Spence DS

Cath Middlesmiss CM

Emma Batten EB Staff Governor

Trudi Sammons TS Executive Head

Apologies:

Visitor

The meeting opened at 7:00pm

| Item | Details | Action |
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| 1. | Apologies and welcome No Apologies | |
| 2. | Declarations of Interest: TW's wife rents the hall for her business. TB is a Bracknell Forest supply teacher. | |
| 3. | Minutes of previous meeting dated 21st May 2018: It was agreed the minutes from the previous meeting on 21 st May 2018 were accurate and were signed. ACTION: Request from TB for rewording regarding the 1 st page of the Head teachers report (item 5.0)– to alter to - absent governors to email any questions. | TS |

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| 4. | Action Log: No actions to review | |
| 5. | Matter Arising from Minutes: None | |
| 6. | Head teachers Report <p>The report was issued prior to the meeting for Governors to review.</p> <ul style="list-style-type: none"> Safeguarding issue - an addition to front page. TS advised that she had excluded a child from the school for 5 days. This incident happened on the day of the meeting – 2nd July. No reports of bullying. One family likely to be placed on child protection plan. The school was recently moderated by Dianne Pye, TS advised on positive results from this moderating session. Year 1 not as positive as the rest of the school, but TS was aware of this as there is a significant number of children with special needs in this cohort. Progress is good but attainment will likely not meet ARE. A workshop is in operation for phonics in phase 4 with 12 children targeted and are receiving an extra 30 mins per day. 3 classes are now showing rapid progress and now aligned to rest of school, this includes Rabbit class that has recently had some instability. PPG phonic screening was very good and reached a 100%. Service children are not separated from the data, and traditionally achieve slightly lower scores due to movement from school to school. The main data will be available in September. Yr1 cohort includes a lot of children who are summer born, and immature boys. This class of 14 pupils has two TA's, so a ratio of 1:7. The class will be streamed in Yr2. TS advised that streaming is used depending on the child needs. Not all children are streamed. Governors commented on the fact they liked the progression groups and having performance managements discussions during the school day. Allowing time for these to be structured and prepared. TA advised on interviewing 3 TA's and dinner ladies. Moving on day is scheduled for the 6th July alongside staff induction day, this will include training on school tracker which all staff will attend. There will then be a networking/introducing session at 15.30 for staff – tea and cake. <p>1265 Data – (this is directed hours to teachers by head teacher)</p> <ul style="list-style-type: none"> Promoting Progress – every teacher will receive 15 hours of directed hours for this initiative throughout the year. It will be needs led and each year group will be different. A Pupil Progress meeting will be scheduled to ensure the progress is meaningful and measurable. Behaviour Monitoring – TS has directed 10 session of 10 mins after each wet play session to make ensure the children are settled before class starts. | |

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| | <p>Q. Is 1265 included as standard contractual hours for the teachers? A. Yes contracted hours but directed by the HT.</p> <ul style="list-style-type: none"> The 1265 data is information for the governors so they are aware how the school operates on a strategic level. TS can report on this data to the governors and could be added to the governors monitoring plan. <p>Health and Safety:</p> <ul style="list-style-type: none"> One accident to report (Sat 30th June). A lady attending the school summer fete tripped over a tree root and has broken her wrist. TS suggested that the tree should either be removed or fenced in. it could be felled over the summer holidays. There is no preservation order on it and is the 2nd accident in 2 months. <p>ACTION: TW, DS and Pete to complete a health and safety walk round in co-ordination with the condition report. This will need to be scheduled after the summer holidays when the other works have been completed.</p> <p>Behaviour Policy:</p> <ul style="list-style-type: none"> RC and TS are reviewing these and plan to have one policy (covering both schools) in place for Sept. ACTION: TS to email policy to Governors for their review and approval. | <p>TW/DS/ Pete</p> <p>TS</p> |
| 7. | <p>Budget Update:</p> <p>TS advised on an overspend that came to light on Friday 29th June, this was for 30 hours TWA and overtime costs. However, the school received a letter from Bracknell Council today (2nd July) informing them of increase in funding for £25K, so the over spend is evened out and the budget is now running to plan.</p> <p>It was commented that the budget will change over the next few months as the two schools merge and take time to settle.</p> <p>There is also a £20K private fund which can be spent where and when required.</p> | |
| 8. | <p>Summer Plans:</p> <ul style="list-style-type: none"> The school have been provided with new laptops from Bracknell Council, all the old laptops are to be handed in before end of term so they can all be synced. Five classrooms are to be redecorated so all start fresh, clean and tidy in Sept. There followed a discussion around the need to be inclusive of Autistic and dyslexic pupils and ensure classrooms don't provide a sensory overload. TS advised that she also was very clear of her expectations for teachers who have applied for roles within the school. Telephony – to be merge from 2 schools into one. Kim Roberts is the PM for the building works and the contractors are hired by the council to complete the roof repairs, SEN Room, Recreation Room, all the work is out to tender with no decision yet as to when work will commence but is the responsibility of Kim Roberts. TS is confident all essential work will be completed before Sept and any outstanding can be completed in Sept after the school returns from the summer break, if required. There is a plan for a VIP/ Mayor visit into the school in October to view the | |

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| | <p>completed works.</p> <ul style="list-style-type: none"> All external lessons/ classes are cancelled over the summer break. | |
| 9. | <p>Policies:</p> <ul style="list-style-type: none"> Behaviour policy as per Item 6 SEN policy – ACTION: To be issued to Governors via email for review and approval. Statutory policies will continue to be adopted as per issue from Bracknell Council. | TS |
| 10. | <p>Governor Monitoring:</p> <ul style="list-style-type: none"> TS and RC advised they had attend a Complaints Training Course and found the course very beneficial. Chair Briefing – ACTION: RC to send notes to governors for their review. The director of Education asked RC to convey her thanks to the Governors for their hard work Gemma Yates has been confirmed as new Clerk to Governors and will start in Sept. Reconstitution of Governors – RC asked for vote on co opt governors Cheryl Bentley and Jo Clark. Vote was unanimous in favour, all governors in agreement. | RC |
| 11. | <p>Reconstitution The Governing Body of College Town Primary School will consist of eleven governors in total:</p> <ul style="list-style-type: none"> Two parent governors One LA governor One staff governor One head teacher Six co-opted governors. <p>The proposed Instrument of Government for the amalgamated school to come into effect on 1st September 2018 was agreed and will be sent to Bracknell Forest.</p> <p>Proposed RC Seconded TW Approved All</p> | |
| 12. | <p>AOB:</p> <ul style="list-style-type: none"> TS advised that the website of the schools will change with the new one up and running in Sept. ACTION: Governors to provide a paragraph of text about themselves for Governors Page. TS will chase nearer the time. | TS |

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| 13. | <p>Date of next meeting</p> <p>Dates for FGB for next year to be discuss by TS and RC. The first FGB meeting was confirmed for Monday 24th Sept at 7pm, during this meeting TS and RC to provide feedback from the Implementation meeting scheduled on 18th Sept.</p> <p>RC Thanked the Governors for their hard work during the year.</p> | |

Matters arising from FGB meeting on 2ndy July 2018

| Ref | Action | Date | Owner | Status | Comments |
|-----------------|---|-------------|--------------|--------|---------------------------------|
| Action 1 | Minutes of previous meeting dated: ACTION: Request from TB for rewording regarding the 1 st page of the Head teachers report (item 5.0)– to alter to absent governors to email any questions. | ASAP | TS | | |
| Action 2 | Health and Safety: ACTION: TW, DS and Pete to complete a health and safety walk round in co-ordination with the condition report. This will need to be scheduled after the summer holidays when the other works have been completed. | After Sept. | TW/DS/Pete | | |
| Action 3 | Behaviour Policy: ACTION: TS to email policy to Governors for their review and approval. | ASAP | TS | | Governors to review and respond |
| Action 4 | SEN policy – ACTION: To be issued to Governors via email for review and approval. | ASAP | TS | | Governors to review and respond |
| Action 5 | Chair Briefing – ACTION: RC to send notes to governors for their review. | | | | |
| Action 6 | ACTION: Governors to provide a paragraph of text about themselves for Governors page. TS will chase nearer the time. | | TS and Gov's | | |