



# College Town Primary School

## Full Governing Body Meeting

Monday 4<sup>th</sup> February 2019, 7pm

### Minutes

<b>Present</b>	
Rita Carvosso (RC)	Chair of Governors
Trudi Sammons (TS)	Headteacher
Jenny Hipkin (JH)	Vice Chair & Co-opted Governor
Emma Batten (EB)	Staff Governor
David Spence (DS)	Co-opted Governor
Jo Plant (JP)	Co-opted Governor
Cheryl Bentley (CB)	Co-opted Governor
Katherine Middlemiss (KM)	Co-opted Governor (arrived 7.15pm)
Tony Whiddett (TW)	Co-opted Governor (arrived 8.10pm)
<b>In attendance</b>	
Cath Wadsworth (CW)	Business Manager
Gemma Yates (GY)	Clerk
<b>Apologies</b>	
Toni Barton (TB)	Parent Governor

Minute No.	Details	Action by
1.0	<p><b>Welcome:</b> RC welcomed all to the meeting.</p> <p><b>Apologies:</b> Toni Barton</p>	
2.0	<p><b>Minutes of Previous Meeting:</b></p> <p>RC went through the previous minutes from the meeting held 19<sup>th</sup> November 2018 by page and asked the GB if there were any issues, or comments.</p> <p>The GB all agreed the minutes were accurate and true.</p>	
2.1	<p><b>Matters Arising from Previous Minutes:</b></p> <p>RC went through each action point from the previous meeting, 19 November 18 and asked whether it had been completed.</p> <ol style="list-style-type: none"> <li>GY reported that all declaration forms have been submitted.</li> <li>Date yet to be confirmed. DS and TW to confirm date in the summer term.</li> <li>Still an outstanding bio from DS. GY to chase.</li> <li>Not yet completed. CB to arrange.</li> <li>Completed and uploaded to governor's zone.</li> <li>Not yet completed. JP to contact governor services.</li> <li>Completed by GY but action not yet taken by governor services. GY to contact again.</li> </ol>	<p>DS/TW GY CB</p> <p>JP GY</p>

3.0	<b>Declaration of Pecuniary Interests and Business Interests:</b> Nil	
4.0	<p><b>Headteachers Report:</b>          The report was issued prior to the meeting for Governors to review. TS stated that her report will always try and give as much information as possible to the GB at each meeting. TS went over the key points of the report and asked the GB if they had any questions.</p> <p><b>Attendance</b></p> <ul style="list-style-type: none"> <li>• The EWO has sent a template for tracking all children with absence below 90%. This is to ensure that schools are committed to monitoring and supporting attendance.</li> <li>• Overall attendance is over 96% and the school will keep pushing this using assemblies to get the message across.</li> </ul> <p>JP asked how snow days' affect pupils attendance.          TS reported that snow days do not count against a pupil's attendance.</p> <p><b>Exclusions</b>          TS reported that there had been no fixed term or permanent exclusions this term, although an exclusion of 4 days was given in December and the CofG was duly notified.</p> <p><b>Safeguarding and Child Protection</b>          TS reported that the school currently has 1 child on a Child in Need plan (CIN) and has no children on Child Protection plans (CP).</p> <p>JP asked what the difference was between a CIN and a CP plan.          TS explained that a CP plan was the higher of the two and showed JP where she could find further clarification and the thresholds.</p> <p><b>School Trips</b>          TS reported that the parent voluntary contributions towards the swimming lessons had been very poor and that the school will likely be funding 98% of the Y5 swimming.</p> <p><b>Vertical classes 2019 – 2020</b>          TS informed the GB that there are pressures ahead in terms of financial constraints due to low pupil numbers in some year groups. TS informed the GB that she is options where money can be saved without diminishing the quality of provision. One option which we are proposing is to run with 5 classes from Year 2 – Year 3 instead of 6.</p> <p>The most able Year 2 children would work alongside Year 3 pupils in the morning and then move into Year 2 with their teacher for afternoon sessions. Due to the 30 pupils per class rule for KS1 this would be necessary and the number of Year 3 children in two pm classes would be around 33, which is not above the expected number of pupils in KS2.</p> <p>We have a teacher in our thoughts who wants to move through to KS2 and this would provide an excellent transition for her. This would assure that finances remained secure and could save the school between £30-40k.</p> <p>The teacher in mind is a teacher direct student currently in YR and would be doing some cover work over the summer term.</p>	

DS asked if this has been done before.  
TS replied that it had and was successful.

JP asked if there would be any social issues between the year groups.  
TS replied that it would not affect them as the children would be selected on their stage of learning rather than age.

RC reported that the communication between the school and parents would need to be really good.  
TS reported that letters are already prepared from the last time the school did vertical classes.

JP asked if it would be for 1 academic year or longer.  
TS replied that it would depend on pupil numbers. The more pupils we have the more money we get to run smaller classes.

TS asked if there were any further questions.  
The GB agreed with the vertical class plan.

### **NQT Marketing**

TS has sent a NQT marketing flyer to both Reading & St Mary's University. CW has also placed it on the JobsGoPublic website which will automatically generate nationwide advertisement in Times Ed Supplement.

We are hoping to recruit 2/3 NQTs as required to add capacity to the school. TS will be interviewing after half term.

DS asked if there was a national dearth.  
TS replied that there was. The South East are struggling to recruit teachers and people just are not going onto teaching.

### **New Ofsted**

This was covered in depth at the Curriculum meeting. TS has responded to the Ofsted consultation regarding the new proposed framework.

SEND will feature highly within the new framework and we will be well placed to ensure good or better provision following the review from a previous SEND audit coupled with the findings from the Spring term updated review.

### **Computing & Future Planning**

TS reported that the current IT room is becoming very outdated. The school has already invested in interactive class boards and ipads with keyboards and would now benefit from using that classroom in a more productive way.

The room will now be used as a KS2 music room. Currently there are musical resources in the empty Year 6 classroom, although in 2020-2021 this will be required for the 3 Year 6 classes. It is therefore planned that we will begin to commence this project from September 2019.

JP asked if the musical resources that were left in the room could be utilised.  
TS replied that most of them will be used but the room and the equipment will all need to be sorted through first.

KM asked who would be teaching music.  
TS replied that all teachers will teach music sessions.

KM asked if the equipment could be used for pupils to have individual music lessons.

	<p>TS replied that it may be possible for Berkshire Maestros to come in during the day. But that would be at the cost of the parents and would mean the pupil being out of lessons.</p> <p><b>Additional Support Spaces</b> TS reported that the two former AHT offices in the KS2 building are no longer required as we have the Leadership Suite which allows us all to work together. These will now be used as a Therapy Room and a Learning Support Room.</p> <p><b>Target Tracker No SPTO</b> TS reported that SPTO is closing. TS has researched a few options and Target Tracker came in today, 4<sup>th</sup> Feb, to give a demo. TS has used this assessment program previously and found it worked well.</p> <p><b>INSET days for 2019 – 2020</b> TS reported that the proposed INSET days for 2019/20 are 3<sup>rd</sup> and 4<sup>th</sup> Sept 19 and 20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> July. The July days will be offset throughout the year to help teacher workload and address standards and school improvement tasks.</p> <p>TS informed the GB that Bob Cox has been booked for the 3<sup>rd</sup> Sept to give an INSET on developing reading and writing and the 4<sup>th</sup> Sept will be used for home visits and planning.</p> <p>The time required for the July days will be booked as 2 hour afterschool sessions.</p> <p>JH asked if the time required for offset days would be pro rata for part time staff. TS replied that is would be pro rata and that any sessions afterschool that were non-negotiable part time staff would be paid to attend. KM stated that this was a good idea as INSET added on to a half term break was not great for parents.</p> <p>TS asked if there were any further question. The GB all agreed to the INSET dates.</p> <p><b>Pupil Premium</b> TS reported that she has received an email from a service family asking how we use our PP service money. TS explained that funds received for a service pupil is used towards admin, for a TA to quickly assess the child and to make the transition to their new school as smooth as possible.</p> <p>KM agreed with TS and stated that the school only receives approx. £300 for each service child and that it is used for resettled, not to finance the child.</p>	
5.0	<p><b>Chairs Briefing:</b> RC reported that she cannot attend the next chairs briefing on 28<sup>th</sup> February and asked the GB for a representative to go in her place. Any interested governors were asked to email RC</p> <p>RC reported that she can no longer download the STEP report to share with the GB as its sent as a confidential email and is only valid for 1 month. RC stated that there was nothing to feedback on the report except that the report was very complimentary about the GB.</p> <p>TS informed the GB that she can download the report. TS will send a copy to GY to distribute.</p> <p>RC reported that the school had received a complaint from a parent. It was handled by RC and TS and kept at stage 1. As a result of this complaint the</p>	TS

	behavior policy is being reviewed as not all staff have been following the correct procedures.	
6.0	<p><b>Clerks Briefing:</b> GY issued the full clerks papers and bullet points prior to the meeting for governors to review. GY will forward information from the briefing papers to the relevant governors.</p> <p>GY reported that she is to ensure that the information about the GB is correct on GIAS. CW suggested that GY submit the CoG contact name and the clerks email address. RC agreed.</p> <p>GY informed the GB that they should all complete the online Prevent training. GY will send a link to the Channel Awareness Training. Once completed governors should submit their certificate to GY or CW.</p>	<p>GY</p> <p>GY</p>
7.0	<p><b>GB Monitoring Programme:</b> RC reported that she has been working on the monitoring programme and that it links in directly with the RAP and the SIP.</p> <p>All documents have now been uploaded onto the zone for governors to review and RC urges governors to have a look and inform RC if they can complete any of the monitoring visits.</p> <p>RC informed all that the programme is a working document and can be added to if required. The programme is there to help and support governors through the monitoring process.</p> <p>JP reported that JP and TB completed a guided reading monitoring visit recently. JP spoke about how well it had gone and that it was good to see teachers reading to children. JP and TB looked at planning sheets, walked through the school to look at consistencies and noted that there was teaching going on in every classroom which is really positive.</p> <p>JH reported that she had met with Emma, Jade and Fiona to discuss the intervention groups. JH explained to the GB about these groups in detail.</p> <p>JH reported that she will visit again before the end of term to meet with the children and ask them how they are finding the groups.</p>	
8.0	<p><b>Curriculum Committee Update:</b> RC reported that the curriculum minutes are on the governors zone for all to access. They are very detailed and if there are any questions please direct them to TS.</p>	
9.0	<p><b>Accident Report Summary:</b> TS shared the CTP accident and incident report prior to the meeting and asked if there were any questions.</p> <p>JP asked if all the incidents involved the same child. TS replied that it was not just one child. The report is for information only. It is received from BFC and cannot be edited.</p>	
10.0	<p><b>Policies for approval/review:</b> CW informed the meeting that the policies requiring approval are Behaviour and Anti – bullying and Restraint policies. CW stated that any amendments made are noted on the front section.</p>	

	<p>RC requested that the policy must be followed by all staff and the importance of this emphasised. CW replied that she would be emailing all staff.</p> <p>JP asked if staff have the appropriate training to deal with having to restrain a child. TS replied that all staff have a duty of care and that the majority of staff have had team teaching training.</p> <p><b>Proposed by: RC</b> <b>Seconded by: JH</b> <b>Approved all governors</b></p>	CW
11.0	<p><b>AOB:</b> CW reported that she has received an email from BFC stating that minutes from College Town Junior school had not been received for Feb, Mar, May and Jun last year. CW reported that she would need signatures for the minutes.</p> <p>RC agreed to sign the minutes once she has been through them with JP and checked the content.</p>	RC
12.0	<p><b>Date of Next Meeting:</b> Monday 25<sup>th</sup> March 2019, 7pm at College Town Primary School</p>	

### **APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

## Actions arising from FGB meeting on 4 February 2019

Ref	Action	Date	Owner	Status	Comments
<b>Action 1</b>	H&S walk around. Date within the summer term to be confirmed.	TBC	<b>DS/TW</b>		
<b>Action 2</b>	DS to submit a short bio for the Governors page.	ASAP	<b>DS</b>		
<b>Action 3</b>	CB to arrange to meet with Elaine Collins regarding safeguarding.	ASAP	<b>CB</b>		
<b>Action 4</b>	JP to contact Governor Service to find out how training is logged.	ASAP	<b>JP</b>		
<b>Action 5</b>	Inform governor Service that JP is the development governor	ASAP	<b>GY</b>		
<b>Action 6</b>	STEP report to be downloaded and sent to GY to distribute.	ASAP	<b>TS</b>		
<b>Action 7</b>	Update GIAS governor information for CTPS	ASAP	<b>GY</b>		
<b>Action 8</b>	Send all governors the Prevent link so they can complete the online training.	ASAP	<b>GY</b>		
<b>Action 9</b>	Email the Behaviour policy to all staff	ASAP	<b>CW</b>		
<b>Action 10</b>	Check and sign the minutes from last year for CTJS	ASAP	<b>RC</b>		