College Town Primary School



**Full Governing Body Meeting**

**29th November 2021**

**Draft - Minutes**

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| **Present** | |
| Rita Carvosso (RC) | Chair of Governors |
| Trudi Sammons (TS) | Headteacher |
| Chloe Holloway | Staff Governor |
| Angela Harris | Co-opted Governor |
| Tony Whiddett (TW) | Co-opted Governor |
| Toni Barton (TB) | Vice Chair & Co-opted Governor |
| Jenny Hulse | Parent Governor |
| Jo Plant (JP) | Co-opted Governor |
| Cheryl Delilkhan | Parent Governor |
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| **In attendance** | |
| Cath Wadsworth (CW) | Business Manager |
| Karen Cane (KC) | Clerk |
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| **Apologies** |  |
| Cheryl Bentley | Co-Opted Governor |
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| **Minute No.** | **Details** | **Action by** |
| 1 | **Apologies:**  No apologies received but Cheryl Bentley not in attendance and Tony W joined the meeting at 7.28pm |  |
| 2 | **Declaration of Pecuniary Interests**  1 outstanding from Jennie – clerk to email another form for completion and no amendments | KC |
| 3 | **Minutes of Previous Meeting and matters arising:**  Minutes all approved as true record.  Co-Chair position – covered in detail in item 11  Training - any requests booked and completed  HT Performance management undertaken  OFSTED training completed prior to this meeting  Chairs and Clerks Briefing Notes all uploaded  Monitoring Plan – SEND is the focus for Autumn Term |  |
| 4 | **Headteachers Report:**  Supplementary report to termly report which was presented at September’s meeting. Agenda items do not correlate as only an update, should really be about questions from governing body about anything they wish to discuss further.  Attendance is still in line and staff training is detailed.  **STAFF TRAINING**  Team Teach is on the report – not all governors clear on what this is.  Team Teach is used as a strategy when working with pupils who may require restraint in order to keep themselves and others safe**.**  Mrs Faircloth attended so that there is a member of staff within school who is trained. Not a statutory requirement but is viewed as good practice to have someone with the knowledge and understanding. Law around restraint is that anyone has the right and responsibility to restrain a child if they are going to endanger themselves, destroy property or hurt somebody else. Currently have high number pupils with ASD and can be manifested in non-compliance in young children this can cause them to run potential for harm running on the road.  This is not something that can be disseminated down to other staff members as training has to be carried out by a trained trainer and we currently do not have any pupils were restraint is in their risk assessments.  Bracknell twilight training is being undertaken by core subject leaders and some foundation leaders such as RE and PE. All subject leaders across the school have received virtual through the courses purchased from Focus education, Specialist training has been purchased for EYFS, Maths and reading. In addition, general subject leadership training has also been purchased and is being scheduled in across the year. The training is in four parts and helps teachers to recognize and understand how best to lead their curriculum area. Currently the whole teaching staff have had the first element and the second session is due prior to Christmas. In the spring term the final two parts will be timetabled into teacher’s directed time.  Further CPD within the school has focused on differentiation – adapting the curriculum to the needs of individual children (teaching standard 5) with a particular focus on SEND and English as an Additional Language (EAL). There is planned speech & language training for teaching assistants to ensure that those practitioners in EYFS are suitably trained to support our youngest learners develop good communication skills.  The quality of twilight training delivered by BFC was discussed and it was felt that it has been of a good standard, Caroline Morgan leads the maths and Zoe Livingstone leads the English. PE and RE are only foundation subjects available through BFC and are well done all other subjects are done via Focus Education and are particularly good.  Recently the increase in C19 has prevented whole staff sessions. However, this has not prevented training taking place the school has simply reverted back to meeting virtually. There has been a writing moderation in all year groups which was successfully undertaken in a virtual manner with the English Lead receiving examples via email from each year group to ensure consistency and accuracy of assessment.  Governors discussed how the use of exemplifications from Focus Education is ensuring that within key stages levels are progressive and consistent throughout the school when undertaking the moderation. Staff have been given packs with samples of ARE and GDS using these and their books reports will be submitted to the English lead. This will allow her to review the books and ensure that there is consistency across year groups and the school.  It had become apparent during performance management meetings with younger and less experienced staff the need to further develop moderation as it was an area which several staff had not had experience of. This was due to C19 preventing training within university to take place and therefore much of the new teachers training since C19 has been compromised.  Governors will look at exemplifications when they come into school – this could be done under curriculum and evidence some of the actions in the school development plan.  Due to increased measures being put in place following an outbreak of C19 the school’s usual Christmas decoration activities will no longer take place. The sitecontroller will be erecting all decorations around the school to ensure that wherever possible staff and children will remain within their specific year groups. This is disappointing as it is now the second year where this has been unavoidable due to C19  **STAFFING**  The school has also recently received a resignation from a teaching assistant and they will be leaving just prior to the Christmas holidays.  The staffing changes have required a significant change due to the arrival of new student due to start in early December. The pupil is in Year 1 and has significant special educational needs.  To help ensure that the school can meet the child’s needs reasonable adjustments have been made. Children from reception who have IEPs and are already receiving additional support will now work in a small group in a smaller setting for the morning allowing the Year 1 pupil to join them. Previously they have only accessed school for 2 hours due to the severity of their needs. The school will be starting to apply for an EHCP. However, this is a lengthy process and therefore additional funding is not yet available. Bracknell Forest have not contacted the school regarding the child’s SEND to date.  Developing this new system has reduced staffing in Year 1 as the school has used staffing from Year 1 to support the new SEND focus group. As this has reduced capacity across keystage 1 another advert for key stage 1 post has been added to the jobs-go-public website. It is hoped that all posts will be filled following interviews in the coming weeks before Christmas.  **DESIGNATED AREAS**  Following a meeting with Chris Taylor in mid-November it has become apparent that within BFC there are falling birth rates.  Meeting with headteachers this week regarding this and the subject had come up at the chairs briefing discussing what BFC are going to do in the coming years regarding falling pupil numbers and spare places within schools. Not sure on how this will affect the school.  At chairs briefing it was discussed that they are looking at possibly making some schools focus on supporting pupils with special educational needs – though this would need specialist resources which in principle is good idea but in practical terms may not be achievable. Also discussing the options of federating schools.  This will continue to be discussed by BFC and updates sent through as and when. Think there will be a few lean years but with housing being built and no idea of how many children that will bring into the area and having gone through the pandemic we know that the birth rate will increase.  **COVID UPDATE**  School’s guidelines have now changed and now required to send letters out to parents and staff regarding COVID cases. Two letters one for an outbreak and one for a single case. This doesn’t help control the spread as self-isolation rules have not changed and children from covid infected families are still coming into school. Tracking the cases and we are waiting results from year 1 and 2 PCR tests for pupils with siblings in year 6 who are already positive.  The first outbreak plan was completed on 26th November as numbers had reached the trigger point. The appropriate forms were completed and sent to DofE and plan also sent to the LA. The actions that the school were proposing were outlined within the plan and it was not challenged by either receiving authority. Schools are under significant pressure not to close despite outbreaks, although some in neighboring authorities areas have been closed for almost 5 days.  Staff are being advised to LFT test daily.. |  |
| 5 | **Chairs Briefing:**  The documents from the chairs briefing were uploaded to the website for everyone to read prior to the meeting.  Main points covered at the briefing were the OFSTED briefing, designated area and the local authority having had a SEND OFSTED.  How school compares against other schools with the number of SEND pupils and EHCP in the area and nationally was discussed. Nationally about average but need to be mindful of consistency of how people regard a child as having a special education need. Few years ago, children who were 6 or 7 months behind were not consistently given an IEP across all schools, should really look at the areas of special needs rather than the overall figure. There is no baseline anymore and very little cognitive profiling undertaken national data is the best figure to look at and have always sat around average or just below average.  The data that will be available later this academic year should give a clearer picture as there has not been any for the last 2 years. |  |
| 6 | **GB Monitoring Programme:**  Toni and Rita have met with Trudi to discuss the main feature for this term and agreed that the focus will be SEND. Angie has attended a BFC governors training session and is meeting with Jade the schools SENCO as soon as they can arrange a suitable time. |  |
| 7 | **Curriculum Committee Update:**  Rita and Toni met with Trudi regarding how end of year data can be easily accessible to all the governors. The end of year data provided at governors meeting is snippet of the data that is available. This would still be given to governors in full for them raise any necessary questions they may have.  The possibility of governors having some training on how to interpret the full Family Fisher Trust report was discussed to be looked at nearer the time as this is what OFSTED will ask Governors about.  The ongoing progress in time data shows a more realistic picture of progress being made across the school in terms this is assessment based.  Also discussed how the Family Fisher Trust is normally used for comparison to other schools in BFC for the KS2 results. This data has been based on teacher assessment for the last 2 years with no validation through moderation or SATS and interestingly BFC and local schools came out quite high on writing which is normally an area that is struggled with.  Talked about writing being lower than had been hoped for and certainly lower than reading and maths. As discussed earlier will be looking at the moderating currently being undertaken.as it is an area being worked on for improvement. | KC / RC |
| 8 | **Clerks Briefing**  Clerks briefing notes had been uploaded for governors to review.  All items are up to date. |  |
| 9 | **Governor Training**  Data Protection training needs to be completed by Jennie and Tony  Safeguarding Training completed – Tony has to finish his.  Angie has undertaken BFC SEND training and some NGA SEND training  All done the OFSTED Training this evening.  No other training completed. Training Grid to be updated | KC |
| 10 | **Part 2**  See Finance meeting minutes |  |
| 11 | **Chair / Co-Chair Position**  RC and TB left the meeting at this point.  Rita and Toni had proposed to share the chair position and work as co-chair’s as part of succession planning.  At the request of the rest of the governors they sought advice and guidance from both the NGA and BFC on how this could be achieved.  Using the NGA guidance, they met and put together a proposal on how to put this in practice for CTPS. They then met with Trudi to discuss the implications for school. All governors had received this documentation prior to the meeting.  Governors discussed and agreed that this is the best way forward for succession planning and can be used as a blueprint for how future handovers are managed. Their proposal had covered all areas in detail.  The possible financial queries had been looked at by Cath and cleared by BFC.  **Appointment of Rita Carvasso and Toni Barton as co-chairs**  **Proposed by Angie Harris**  **Seconded by Cheryl Delilkhan**  **Unanimously agreed**  Rita and Toni rejoined the meeting and were advised of the result.  The requirement for a vice-chair will be checked out with BFC as there is some confusion on whether this is needed. |  |
| 12 | **AOB:**  None | All |
| 13 | **Date of Next Meeting:**  7th February 2021 @ 7pm |  |

**APPROVAL OF FINAL MINUTES**

**Name:**

**Signature:**

**Position:**

**Date:**

**Actions arising from FGB meeting on 29th November 2021**

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| **Ref** | **Action** | **Date** | **Owner** | **Status** | **Comments** |
| **Action 1** | JH Declaration of Pecuniary interests | ASAP | KC |  |  |
| **Action 2** | Fisher Family Trust training | END OF YEAR | KC/RC |  |  |
| **Action 3** | Data Protection Training for JH and TW | ASAP |  |  |  |
| **Action 4** | Update training grid and upload to website for end of term | Early Jan | KC |  |  |