

ALDRYNGTON PRIMARY SCHOOL
Minutes of the Full Governing Body meeting held
on 6 February 2019 at 5pm at Aldryngton Primary School



Present: Ian Head (Chair) (IH) Elaine Stewart (Head)(ES)
 Karen Phillipson (KP) Ganna Sivachuk (GS)
 Terri Gregory (TG) Ann Mckie (AM) (VC)
 Jason Sutton (JS) Mike Mackenzie (MM)
 Stephen Lea (SL) Stuart Duffield (SD)
 Oliver O'Mara (OO) Pat Holloway (PH)
 Ruth Evans (RE)

In attendance: Lucy Perrin (Clerk)(LP) Jenny Sumner (JS)

Item		Action
2018/19	23	<p>Apologies, departures and welcomes</p> <p>Apologies were received and accepted from Fran Roberts (FR).</p> <p>IH reported that governors had found Governor Day interesting and beneficial. IH thanked staff for accommodating governors.</p> <p>IH reported that this was the last meeting for LP and thanked her for her efforts as clerk.</p> <p>IH reported that Pat Holloway was taking a break from being a governor for a period of one year. Governors thanked PH for his efforts and look forward to his return next year. Governors agreed to leave PH's co-opted position vacant until his return.</p> <p>IH welcomed Jenny Sumner as the new clerk to the governing body.</p>
2018/19	24	<p>Declaration of interests</p> <p>AM's son works for Caterlink which supply school meals.</p>
2018/19	25	<p>Minutes of the meeting held on 11 December 2018</p> <p>The Minutes of the meeting held on 11 December 2018 and were signed as a correct record by the Chairman.</p>
2018/19	26	<p>Matters arising</p> <p>All items had been completed or covered as separate items.</p>
2018/19	27	<p>Approve terms of reference</p> <p>a) Finance Governors approved the terms of reference for the finance committee.</p> <p>b) Curriculum and Safeguarding Governors approved the terms of reference for the Curriculum and Safeguarding committee.</p> <p>c) Staffing Governors approved the terms of reference for the staffing committee.</p>

2018/19	28	<p>School Development Plan (SDP)</p> <p>ES tabled the SDP. ES summarised the SDP for governors. ES reported that notification about breakfast club would be going out to parents shortly. Costs for the parent support advisor are just under budget. Staff have been observing maths and reading in different settings to see how they are taught in other schools. A teacher target is to get more White British (WBRI) pupils achieving S+ at the end of the year. Data analysis had shown that non-WBRI pupils achieved s+ in greater numbers than WBRI pupils. Data is being tracked to monitor progress. Collaborative working has been continuing with the Berkshire Schools Trust (BST). A TA target is to increase pupil independence. Julia Marshall and Emma Dunn have attended middle leader training with BST. The student voice is strong and the school council is taking part in the Deputy Head recruitment process. The curriculum is being supported with P4C (philosophy for children), CCC (Choice, Collaboration and Challenge) and a mile a day (current target to run three times a week). Charities week has been pushed into next year to make way for other activities (Earth Day) and to spread out requests for money/ support from parents.</p> <p>Governors asked for a copy of the SDP to be distributed to governors.</p>	ES to email SDP to gobs
2018/19	29	<p>Governors terms of office</p> <p>IH reported that the terms of office for IH, AM and SL were coming to an end on the 4 May 2019. IH, AM and SL said that they were happy to stand for re-election in May.</p>	
2018/19	30	<p>Committee reports</p> <p>a) Curriculum and Safeguarding - 15/1/19</p> <p>The curriculum and safeguarding minutes had been distributed to governors prior to the meeting. KP reported that the committee had reviewed the visitors to school policy. Governors had not found a satisfactory way to further improve security around large events at school. Governors agreed that the current provisions are keeping children as safe as practically possible and still be able to hold these events. Governors agreed that a risk assessment would be carried out for future large events to help minimize, but not eradicate the risks involved.</p> <p>Pupil progress and attainment are looking solid. Attainment for the current Year 5s, and to a lesser extent Years 6, is weaker than normal for the school. This is something that staff are aware of and trying had to improve. JS asked if children in Year 5 had made any progress. TG reported that they had all made individual progress but there a significant number of pupils that will not reach national standards. KP reported that Pupil Premium Grant (PPG) attainment is not as strong as the cohort but good progress is being made by these children. TG reported that the school now have seven Looked After / Previously Looked After Children (LAC). ES reported that she delivered some staff training on how best to deal with issues that may arise with LAC children. ES is going to arrange an evening session to educate parents on some of the issues and complexities involved with meeting the needs of LAC pupils.</p>	

		<p>b) Finance - 22/1/19 The finance minutes had been distributed to governors prior to the meeting. GS reported that devolved capital was £20304 and another £7K was expected in April 2019. Julia Franks (JF) had been investigating an overspend on the EO3 budget heading - support staff. The forecast error was due to a problem with transferring a number of staff from one code to another resulting in some contracts not showing in the budget setting software. Funding for children with new EHCPs is starting to come in and this money will offset the spends already incurred by the school. GS reported that the carry forward is predicted to be £15K. Based on the current structure the pension rise would cost £35K for the full year. The pension grant would help with this initially. The school have been advised by Wokingham Borough Council (WBC) to buy into the financial package this year because not buying in will bring extra administrative burdens. The school are currently in negotiations with Face Events for them to run the breakfast club. JS challenged whether the school should look at cutting costs given the bleak financial situation. IH reported that governors need to be aware of and monitor costs, but the school needs to be able to function from day to day and, therefore, it is not practical to cut cost any further. ES reported that the upcoming changes in staff would bring some savings. ES also noted that if the finances get much tighter lots of other schools will be in a similar position thereby bringing pressure on LAs and government to acknowledge the funding situation.</p> <p>c) Staffing - 22/1/19 The staffing minutes had been distributed to governors prior to the meeting. AM reported that the committee had reviewed and made some changes to the terms of reference. Governors added 'non-parent and non-staff' to the first line and removed 'except the SLT' on the fourth bullet point under 'Functions'. The head teacher's appraisal had been completed and agreed. Teachers' targets included a whole school focus on reading, pupil targets which varied between groups but concentrated mainly on vulnerable children and the senior leadership team (SLT) were focusing on raising White British pupil progress at the upper end of the assessment scale s to s+. AM reported that two members of the senior leadership team had resigned - Terri Gregory and Julia Marshall. The committee were currently planning where staff would be placed next year. AM has emailed the schedule for the recruitment of the Deputy Head (DH). Governors asked what would happen if a suitable candidate was not found. ES reported that in this situation an appointment would not be made and the position would be re-advertised.</p>	
2018/19	31	<p>Key events - Governor attendance</p> <p>Mar 12 - DHT interview day - AM, MM, OO, IH, PH, KP, ES, SD, FR, JS</p> <p>Mar 16 - Grounds Working party - all welcome.</p> <p>Mar 19 - Parents' evening - IH, RE/JS</p> <p>Mar 20 - Parents' evening - SD,PH</p> <p>SD and OO left the meeting.</p> <p>Apr 2 - KS2 Production - AM</p>	

		<p>Apr 3 - KS2 Production - IH</p> <p>Apr 5 - Poetry Recital competition - PH, AM</p> <p>May 18 - Poss grounds working Party - all welcome.</p> <p>June 15 - Try a Tri (optional as a Gov) - all welcome.</p> <p>June 28 - Picnic / Concert and PTA summer Fayre - GS, AM</p> <p>July 12 - Sports Day - AM, PH, JS</p> <p>July 19 - Leavers' assembly - PH / IH</p>	
	32	<p>Becoming an academy update</p> <p>AM reported that she was finding it difficult to compare the figures between Aldryngton and the Berkshire Schools Trust (BST) because BST's figures included items that Aldryngton do not have. GS said to breakdown the figures from BST and label these items as a benefit that Aldryngton would receive if they joined the trust. ES reported that the number of local primary schools working in collaboration as part of the School Learning Alliance has risen significantly. ES is going to explore whether it would be beneficial for Aldryngton to join.</p>	
2018/19	33	<p>Date of Next Meeting</p> <p>Tuesday 7th May 2018 at 7:00pm.</p>	

Meeting ended 6:45pm