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Ref:

## Minutes of the Full Governing Body Meeting held on Monday 1<sup>st</sup> February 2016 at 7pm in the Library

### Present

John Aspinall (JA) – Co-opt Governor  
Pauline Conway (PC) – Acting Chair of Governors and Parent Governor  
Simon Cuthbert (SC) – Partner Governor  
Jo Goswell (JG) – Parent Governor  
Andrew Harland (AH) – Co-opt Governor  
Michelle Jenkins (MJ) – Associate Member  
Melvyn Lloyd (ML) – Parent Governor  
Faith Lusted (FL) – Co-opt Governor  
Ian McGowan (IMc) – Parent Governor  
Nick Ralph (NR) – Associate Member  
Julia O'Farrelly (JoF) – Parent Governor  
Daniel Sadler (DS) - Head teacher  
James Waters (JW) – Partner Governor

### In Attendance

Leena Wisely (LW) – Clerk

### 1. Welcome, apologies and declarations of pecuniary interest

The chair welcomed everybody to the meeting and introduced MJ, JA and JW to the meeting and welcomed them to the Governing Board. The GB introduced themselves to the new members.

- 1.1 Apologies were received and accepted from; Christine Atkinson (CA) – Parent Governor; Simon Fox (SF) – Parent Governor; Steve Mathews (SM) – LA Governor; Simon Guest (SG) – Non Teaching Staff Governor
- 1.2 The meeting was quorate
- 1.3 There were no declarations of interest relating to any agenda item.
- 1.4 Declarations of any other urgent business

### 2. Minutes of last meeting

The minutes of the meeting on 30<sup>th</sup> November 2015 were accepted as an accurate record of the last meeting and duly signed by the chair of governors.

### 3. Matters arising

1. Action 1 – **PC re-reminded GB to complete the roles and responsibilities and forward to LW**
2. Action 2 – DS to organise a date for GB to meet the School Council (SC) and it was confirmed DS has scheduled the SC to attend lunch with the GB on Governors day



3. Action 3 – Action for PC to email JG regarding target setting has been complete  
**ACTION 1: DS to set up meeting with JG and JoF for a target setting review**
4. **ACTION 2: Action carried forward – FL to send DS the letter to enable school to charge for teaching experience.**
5. It was noted that Action 5 should read 'draft letter to DfE' and not OCC and it was noted the draft for the letter from DS to the DfE regarding fairer funding, was complete
6. Action 9 – The GB noted that this action, for DS, PC and SG to write a letter to residents regarding right of way on school property, was not complete as they were waiting for wording on the NDP plan. The GB discussed the right of way and agreed that school should have the conversation with neighbours before signage goes up.

#### 4. Reports from committee chairs

##### CF&C Committee:

FL reported that the committee had met once since the last FGB meeting. The committee learnt that PC and FL had visited STEPS and at the last meeting discussed behaviour. The committee had reviewed 3 case studies and it was transparent how 3<sup>rd</sup> parties are failing children and discussed how the SLT and support team are supporting these children.

FL reported that Lee Smith from the PE department had presented his Rewards scheme to the committee, which was being implemented. Tokens are rewarded and are linked to attendance and competition between houses. DS discussed the problems the school faces with attendance with the GB and the support that is available, which isn't ideal or plentiful.

##### C&A Committee:

SC reported the committee had one meeting since the last FGB met last time.

JoF was now the new link governor liaising with HOH's on a regular basis for underachieving children.

The T&L report was reviewed and the committee are awaiting curriculum presentations from both PE in March and Science in May, as both these subjects had disappointing results.

Overall progress is good and improvements over all year groups and it was noted that both progress 8 and average scores are above average. SC reported progress with disadvantaged children is weak.

It was noted that the changing cohort at CE has gone from high achievers attending to more average cohort, affecting the 5A\*-C result.

SC discussed the DfE website and the national results in English and Maths

DS discussed the Ofsted inspection process and noted the change in figures is being looked at using national figures as a comparison. DS reported progress 8 figures to the GB and confirmed these are being monitored rigorously.

DS suggested to JA that the dashboard data is very good way of seeing a snapshot of progress and JoF added that value added has been very good.

##### Resources:

1. IMc reported that the new cleaning contract was up and running and IMc wanted to thank both SG and Carolyn Ventress (CV) for all their hard work in managing this.
  2. IMc reported that pupil numbers were looking good and so reflected positively on the budget
  3. Land sale to be discussed later in the meeting
  4. It was noted that there were to be some changes in the admin structure with support staff to allow CV to gain some help with invoicing
  5. The SIP has been updated by the resources committee
  6. Policies will be reviewed at the next meeting
  7. It was noted the budget meeting is in April
- Q. What were the first choice numbers last years?  
A. Last year it was 96-98, so the 120 for this year is looking good.
- Q. Are we becoming more popular or is the population increasing?  
A. The population in Reading isn't due to bubble until later.
- The GB discussed local schools makeup and moods with neighbouring schools and noted the bus changes had been a positive thing.
- Q. There is a big gap between 80 and 120 pupils, how is the provision made in timetabling?



A. DS explained the timetabling process and noted with 120 pupils the classes are split into 5 teaching groups. It was noted this would be a challenge and the GB discussed the pros and cons of 4 teaching groups compared to 5.

Q. Isn't there a one year lag with budgets?

A. Yes, so for 2016/17, the funding will be calculated on last year's numbers

The GB discussed the gap in numbers and that it was important for CE to have as many children at the school to get constant growth.

8. The GB noted that DS was interviewing for an Assistant Head and had 26 applications. Interviewing will start to ensure an Easter start date in time to write the timetable.

## 5. Head Teachers Report

DS distributed the head teachers report to the GB prior to the meeting.

DS reported on current government expectations and pending plans and it was noted that expectations haven't been issued to schools or Ofsted as yet. Following the heads report, it was noted that the current year 9 are going through the option process with free choices on subjects.

DS reported on his visit with JoF to Wheeler's Lane School in Birmingham to look at their mixed age option, but this wasn't a viable option for CE at the present time.

DS reported on model 2 as an option with students starting their GCSE options in Year 9, giving them a 3 year GCSE course and 4 options instead of 3. This option would start with the current year 8 and is currently being explored and the logistics involved. This option is very likely for the current year 7.

It was noted that there would be a new timetable at Easter which will allow more time for a feasibility study.

The GB discussed Science Btec, which has been dropped, as it is not counted in Progress 8 anymore

The GB discussed the changes in government legislation and how it will affect the school and the shortage in language teachers nationally.

Q. If student numbers increase, will this finance the shortage in teachers?

A. Yes, more staff will be needed and the increase in numbers will finance this.

The GB were asked how they felt if Year 9 students didn't study Drama and music. This was discussed in detail

Q. Can options be delayed?

A. Logistically this will leave it too late to make provisions

The GB discussed students taking French or German and an additional language in Year 9 and noted that neighbouring boarding, private and grammar schools would all continue with a 2 year GCSE course, but other neighbouring schools are changing to a 3 year KS4.

Q. Are there other options in terms of structure of GCSE?

A. The curriculum is statutory in KS4 for all except Academies.

The GB agreed to wait until after half term before making a decision and discuss again at the next FGB meeting on 18<sup>th</sup> April 2016.

The GB learnt that Paul James is coming to CE from Cherwell School. He is the executive head and an Ofsted inspector and will do a virtual short inspection. JoF would be available to represent the GB.

His finding would be reported at next GB meeting in April.

## 6. Governing Body makeup, Committees, Chair and parent Governor Elections

The GB was given a copy of the existing Instrument of Government and the proposed one. PC explained that although Resources and the CF&C committees are ok with members, the C&A committee are struggling to remain quorate at meetings and ideally another member of staff in this committee would add value.

The proposed instrument of Government will extend the Governing Body from 15 to 18 by adding 3 extra Co-opt Governors. This will give the GB flexibility to add members of staff and ensure all 3 committees have enough members and allow for absences. Furthermore with the land sale imminent, extra governors will be needed to share the work load.

The whole GB agreed the revised Instrument of Government.

**ACTION: LW to send OCC the revised and agreed Instrument of Government for sign off**

PC discussed parent elections with the GB.

**Action LW will proceed with parent elections after half term.**



## 7. Project Planning Land

The GB agreed the land sale committee would be DS, SG, PC, IMc, CV and JA.

PC reported that she visited King Alfred School with CV, as they had just gone through a land sale and it was an ideal opportunity to benchmark. PC discussed the options available in depth with the GB.

It was noted that the committee for the MUGA/AstroTurf, which was a small group, would go hand in hand with the land sale, which would look at feasibility.

It was agreed this committee would be CV, SG, AH, NR, CA and IMc

## 8. Policies

The following policies were reviewed by the GB and signed off:

- Supporting Pupils with Medical Conditions
- Dignity at work policy
- Managing Sickness Absence Policy
- SEND policy
- Laptop Loan Policy
- Lone worker policy

The GB discussed the Internal Financial Procedures Manual and in particular DS sign off amount. The GB discussed the process of signing off any financial amount and contracts.

The GB agreed to change the amount to £10,000 and the Internal Financial Procedures Manual policy document was signed off. It was noted this can be changed if need.

It was noted that PC was currently working on the Accessibility plan and CV has the charging and Remissions policy and will give PC a report in due course.

## 9. Issues to refer to School Council

- CCTV cameras in school.
- Rewards scheme

The GB discussed the pros and cons CCTV and agreed to discuss this at the governor's day with the SC

## 10. AOB

1. It was noted that Clare Smith, the school nurse, will start training students with resuscitation bags
2. It was noted that Vicki Matthews has split the SIP into committee sections and all the Chairs have a copy of their own committee areas to discuss at the next meeting and is now on yammer.
3. It was reported that the Governors audit document is on yammer and regularly updated by PC
4. AH reported that there are changes afoot with access arrangements for SEND students and explained the changes to the GB

There was no other AOB

The meeting closed at 9.15pm

Next FGB meeting is 18<sup>th</sup> April 2016 at 7pm in the Library.

