



Headteacher:  
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## Minutes of the Full Governing Body Meeting held on Monday 30<sup>th</sup> November 2015 at 7pm in the Library

### Present

Christine Atkinson (CA) – Parent Governor  
Pauline Conway (PC) – Acting Chair of Governors and Parent Governor  
Simon Cuthbert (SC) – Partner Governor  
Simon Fox (SF) – Parent Governor  
Simon Guest (SG) – Non Teaching Staff Governor  
Melvyn Lloyd (ML) – Parent Governor  
Faith Lusted (FL) – Co-opt Governor  
Ian McGowan (IMc) – Parent Governor  
Steve Mathews (SM) – LA Governor  
Julia O'Farrelly (JoF) – Parent Governor  
Daniel Sadler (DS) - Head teacher

### In Attendance

Nick Ralph (NR) – Associate Member  
Leena Wisely (LW) – Clerk  
James Waters (JW) – Guest

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

The chair welcomed everybody to the meeting and introduced JW to the GB. It was noted that JW is a trained accountant working for a local company and will be helping the Resources committee. JW introduced himself to the GB and the GB welcomed him.

- 1.1 Apologies were received and accepted from; Jo Goswell (JG) – Parent Governor  
Absent - Andrew Harland (AH) – Co-opt 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
  - IMc - Email re boundaries for land sale – added to AOB

### 2. Minutes of last meeting

The minutes of the meeting on 12<sup>th</sup> October 2015 were accepted as an accurate record of the last meeting and duly signed by the chair of governors.

### 3. Matters arising

The GB reviewed the minutes of the meeting on 12<sup>th</sup> October 2015.



1. **ACTION 1: WHOLE GB was reminded to complete their roles and responsibilities and send to LW ASAP. PC thanked those who have already completed theirs.**
2. PC reported that following the Ofsted workshop, Michelle Robins gave excellent feedback to the whole GB  
CA arrived at 7.12pm
3. Following action for DS to arrange a meeting with School Council and Governors  
**ACTION 2: DS to chase the SC for a date when they can attend a SC meeting and inform SC of the governor's day on the 3<sup>rd</sup> February 2016**
4. It was noted that in item 4 on exam results, the line "and generally 90-100% of students are expected to achieve 5A\*-C" was omitted from the final minutes as this was incorrect.
5. The GB noted the head teacher's performance management meeting with the external advisor, John Evans, was booked for 1<sup>st</sup> December 2015 at 5pm.
6. The GB noted the pay panel have had their first meeting and continue to work on this
7. **ACTION 3: CARRIED FORWARD PC to email JG re the panel for target setting.**
8. **ACTION 4: LW to remind all GB of date for governors day as the 3<sup>rd</sup> February 2016**
9. It was noted PC has attending the last CESA meeting and sent a letter of thanks from the GB for their fundraising and help.

#### 4. Reports from committee chairs

##### CF&C Committee

FL reported that the committee had met once since the last FGB meeting and had discussed attendance. The committee had reviewed data and case studies and how intervention affected each pupil.

It was noted that STEPS had moved to the old adult education block and FL and PC had visited and reported on a calm environment. The GB discussed students who don't settle or are disruptive.

##### Curriculum & Achievement Committee

SC reported that the committee had reviewed data and performance at the meeting on 12<sup>th</sup> October 2015.

Teaching and learning was reviewed at the last meeting on 11<sup>th</sup> November 2015 and the PE presentation scheduled was postponed until the next meeting in January.

The deputy Head had presented the interim T&L review to the committee and discussed learning walks and parent governors agreed there was an improvement and the students were positive too. The committee discussed work scrutinises and agreed these were tight and also reviewed inset training and reporting documents.

SC reported on an external validation from the Deputy Head of Highdown School who was ex Ofsted and was involved in student voice interviews. The GB agreed this was a useful exercise.

##### Resources Committee

IMc reported on the resources committee whose last meeting was on the 2<sup>nd</sup> November 2015

- The committee have been working on the policy for Medical conditions for pupils and had a recent meeting to discuss this
- The H&S report has been received and is good, The business manager is working on opportunities to apply for grants and SG & IMc have been working on increasing rentals at school.
- It was reported that the Asbestos removal will be part funded by OCC
- School boilers need 4 to be replaced and 2 to be repaired. OCC have put this into their budget and is awaiting approval next year. It will cost approximately £100K per boiler room with 2 boilers in.
- The next meeting to discuss the land sale is 8/1/16 and is heading in the right direction.
- Budget and finance has been reviewed and will be challenging in 2016. Cost and finance control will be continued in the New Year.
- A subcommittee has been set up to work on the Astro Turf and MUGA pitches
- The pay panel has met
- IMc thanked JW for joining the committee and helping Carolyn Ventress, the business manager with the budget.

Q. Has the school considered a School experience program to raise funds?



A. DS explained that the school often have student teachers gaining experience at CE, but have never had remuneration for this.

**ACTION: FL to send DS the letter to enable school to charge for this service.**

## 5. Head Teachers Report

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

Fair Funding - The GB noted the roll numbers and payment of an old school debt had been a challenge and controlled by reducing costs and leaner staff to increase revenue.

DS discussed the history of fairer funding and how it worked and the new funding structure planned. It was reported that there was a consultation period in April 2016 and it was agreed by the GB that a letter is sent from DS and the GB before this date

**ACTION 5: DS to draft a letter to OCC before the consultation period for the new fairer funding in April 2016, with a considered response to the opportunity.**

Q. Is there a temporary funding?

A. There is an interim payment which will not affect the deficit

Area Board Partnership (ABP) – The GB learnt the structure of the ABP and discussed local school partnerships. The GB noted there was a meeting on the 27/1/16 to meet with local schools to network and discuss sharing resources and data. The GB reviewed the Terms of Reference and noted the partnership would have an approximate collective of 4500 students in the ABP.

The GB agreed this was a good idea

Curriculum Development – DS discussed the options available in different curriculum models and this was discussed in depth with the GB.

The GB looked at the example of the Wheelers Lane school model and noted that DS and PK would visit the school in Birmingham in December to see how this is working.

The GB discussed different options and variations on the model presented by DS and noted that there has been no staff consultation yet, but has been discussed with HOD's.

This option will be discussed in greater detail following the school visit at the January FGB meeting.

Children's Centre – DS reported that the children's centre was planned to be closed as a national directive and there was consultation with SCPS to keep the provision in the village. DS asked the GB to respond and show support on the OCC link

**ACTION 6: IMc to add link for children's centre support on to Yammer**

The GB asked DS for the governor's dashboard to go on Yammer.

**ACTION 7: DS to ask PH to add the governors' dashboard to yammer**

## 6. Bishopswood Lease

PC spoke to the GB and updated them on the Bishopswood move

## 7. Policies

PC discussed the policies up for review with the GB.

- Dignity at work, managing sickness and leave of absence, standard OCC policies were agreed by GB and duly signed by PC & DS
- Safeguarding and child protection policy – GB discussed the school policy on restraint and the school's no touch policy in depth. The GB agreed with the policy and it was duly signed by PC & DS
- Safer Recruiting Policy – A standard OCC policy was agreed by the Gb and duly signed by DS & PC
- SEN policy is in draft form

**ACTION 8: PC to upload draft SEN policy to yammer**



## 8. Resignations

PC reported that TG, RS and CS had resigned from the GB due to work commitments and there was now a vacancy for a SEN Governor. ML volunteered to cover this. TG has also resigned but is happy to help with any matters in the future

PC announced John Aspinal, a very senior civil servant and previously chair of the GB at CE had applied to join the GB with good skills to offer the C&A committee. The GB agreed, pending references.

It was noted AH would stay on the GB following his term ending.

It was noted that although there is a vacancy in CF&C for a chair, FL has agreed to stay on until the vacancy has been filled. There was no volunteer for this role, so will need to be explored in the New Year.

The skills audit will need to be reviewed to see what gaps there are before targeting recruitment.

## 9. Issues to refer to School Council

- CFC issues
- C&A – Mixed stage teaching in new year

## 10. AOB

Land Sale – SG reported that there has been a consultation period regarding buffering which would end at the end of the week. It was suggested that a letter be sent by school before the end of the consultation period and action be taken regarding rights of access to school land.

**ACTION 9: DS,PC & SG write a letter to the residents regarding right of way on school property**

**ACTION 10: PC to write a letter to NDP regarding access.**

**ACTION 11: FL to send SG examples of signage to alert no access on school grounds**

There was no other AOB

The meeting closed at 9.15pm

Next FGB meeting is 1<sup>st</sup> February 2016 at 7pm in the Library.

