

East Reading Federation

Minutes of the Meeting of the Full Governing Board
Tuesday 16th September 2025, 4pm

Present: Dave Dymond (Chair); Aaron Hatherley; Francis Jakeman; Andrew Burrell; Katherine Fowler; Laura Kerr (HT ASPS); Stephanie Mitchell; Chris Robinson; Christian Lim (HT RPS); Adedayo Benson

Apologies: none received

In Attendance: Alice de Croos, SBM ; Liz Newton SBM

Clerk: Rowena Perry

Section one - Procedural	
1	<p>Welcome and apologies: Those present introduced themselves. No apologies had been received. <u>David Colwill and Kris Jones did not attend.</u></p> <p>Governor question: who is absent and are we clear about who should be present? No apologies had been received; two governors were absent. There are two governor vacancies and one staff governor vacancy.</p> <p>Action: CoG to contact those who were absent.</p>
2	<p>Election of Chair of Governors for period of 1 year: DD was proposed by CR and seconded by AB and unanimously elected for a period of 12 months.</p>
3	<p>Election of Vice-Chair of Governors for period of 1 year: there were no nominations.</p> <p>Action: CoG to canvass</p>
4	<p>Declaration of interest and expectations of governors: no declarations of interest were made. Governors Govhub page will record</p>
5	<p>Governor recruitment: Vacancies are now on Governors for Schools and will be advertised locally including UoR. Action: CoG to advertise locally.</p> <p>There had previously been an expression of interest. Action: Clerk to make contact.</p> <p>Governor question: Do we have a list of people to approach, or can we target people? Yes, the last skills audit in December 2024 will tell us where the gaps are.</p> <p>Governor question: do we have a mini 'elevator pitch'? Yes, there is one in the advert, generic information is available from NGA and we can add specific school information.</p>

	<p>Action: all to update skills on GovHub so tool can be used to find strengths/gaps.</p> <p>Action: AdC to run staff governor elections.</p>
6	<p>Part 1 Minutes of Full Governing Board meeting of 15th July 2025</p> <p>Decision: minutes were approved. Action: to be signed by CoG and uploaded to school website</p>
7	<p>Matters arising:</p> <p>For actions see action table at end of minutes</p> <p>Will be used to create a standard action plan [to show until completed]</p>
8	<p>Chair's report (verbal):</p> <p>CoG welcomes the new headteachers who reported that all staff were present at the start of term and a small number of children were on holiday. CoG highlighted gaps in governing board. There is apparently a new Covid variant. There have been some HR issues over the summer months and one on-going issue. All staff were thanked for successful Redlands Ofsted inspection. This has been formally notified to parents and is on the website, positive feedback has been received from parents.</p> <p>Governor question: how are we going to celebrate Ofsted? CL has been in touch with Reading Chronicle. The BBC had run a feature on the new library at Redlands and had asked if they could come back, this could be followed up. There is around £2,500 remaining for Redland's library from PTA funds.</p>
9	<p>Financial probity</p> <p>a) Register of Business Interests for completion on GovHub. Action: all Governors to update this.</p> <p>b) Register of Certifying Officers: these were agreed.</p>
10	<p>Keeping Children Safe In Education (KCSIE)</p> <p>a) Action: All Governors must read at least Part 1 of KCSIE on GovHub. Governor question: when is the safeguarding training? 1800 on 7th October, need to self register for this training. CoG is planning on preparing bespoke training plans dependent on governor's role. Information can also be found in the Knowledge section of GovHub. Please ask if assistance is required.</p> <p>b) Disqualification Declaration (Continuing suitability) Action: all Governors to complete on GovHub, whilst advisory Governors are expected to do this.</p>
11	<p>Governor Code of Conduct reapproval: Action: all governors to complete on GovHub.</p> <p>All the relevant documents are on GovHub in folder for this meeting. CoG also plans to produce a handbook/single document.</p>
Section two – Organisation of the Governing Board	
12a	<p>Committee structure:</p> <p>CoG does not think current structure is working due to lack of attendance and lack of opportunity for discussion. The structure should be reviewed every year. We have tried a single governing body with themed meetings. Now advocating one FGB meeting per term with specialist committees which would have shorter meetings. Panels and other ad-hoc meetings for appeals/ HR issues etc will remain as they are.</p> <p>Committees would undertake specific functions and could meet at either school with meeting dates and times up to members. Decisions would go to FGB for ratification.</p> <p>This would need Terms of Reference and a delegation planner, but these are already in</p>

existence. Governor comment: these would need to come to FGB for approval, there are versions for Redlands which are up-to-date.

Governor question: **Community Engagement is a good committee to have but previous committees did not result in any outcome?** Some features of this are now in the new Ofsted process.

A survey had been done regarding meeting days and times, limited response but most wanted to continue with Tuesdays but move to 6pm-8pm.

Some IT work has been done over the summer to make the network ready for introduction of sharepoint and new email addresses, this work will be completed over half-term. An area on sharepoint has been requested for governors.

Governor question: **can the survey regarding times of meetings be repeated?**

Some schools do all their governors meetings on one day. We have previously discussed a day to improve Governors' knowledge. **Action:** COG to rerun survey

Governor question: **what will the process be?** We would need papers to vote on at next meeting?

Governors would not be expected to attend every meeting, some meetings to have to fit around for example the finance cycle.

Governor question: **how many sub-committees would there be?** Three: Community Engagement, Resources and Performance improvement/curriculum. They would meet as required, probably three times a year with chairs reporting to FGB and meetings open to all. Other committees/panels would not change, Terms of Reference for these were published in January. There may be some impact on school resources.

Governor question: **is there any guidance on this?** There was national guidance, but it can be applied differently it is up to the Board to decide on meeting structure.

Governor question: **what does community engagement mean?** This can be found in the Terms of Reference. Community is anyone who comes onto school premises plus local businesses, other schools, university, sports centre. Criteria is that must be of benefit to school or children. It is also how the school gets the views of parents and pupils, eg what goes on the websites

Governor question: **would you measure impact?** Yes would need to be measure and local authority would want to see the impact. Community and Sense of Belonging Objective, to participate as citizens as a part of the local community.

Governor question: **are there grants available?** Yes.

	Previously CoG was interacting with faith leaders, they would be invited and could discuss issues such as impact on attendance of various festivals. Action: CoG to prepare paperwork this week for next meeting.
12b	Standing orders: deferred to next meeting
13	Decision planner: deferred to next meeting
14	Committee terms of reference TOR [2025]: deferred to next meeting
Section three – Policies	
15	Delegation of policies: deferred to next meeting
16	Policies requiring statutory (re)approval: deferred to next meeting. Action: LK to add Safeguarding Policy to GovHub by 22 nd . AdC to move other policies to folder for meeting on 30 th . Action: All to review Safeguarding Policy. Both nursery admissions policies have had minor updates.
Section four – Work plan	
17	Governor Monitoring & Evaluation: proposed to continue with links as agreed in January. This will be available in the next meeting papers. Governor question: can we move to governors looking at both schools? Need to carry on as we are whilst other changes are going through. Will need a new list of subject leads for each school. Action: LK and CL to review and update list in January meeting papers. The list of staff is an operational school document. Governor question: are there any areas not covered? No. Action: please let AdC know if you wish to attend Director's Briefings, we have five spaces.
18	Meeting Schedule for 2025-2026 For confirmation: deferred to next meeting due to the proposed committee structure changes.
19	Assignment of Roles and Responsibilities: deferred to next meeting a) Chairs/ Membership of sub-committees and working Groups b) Lead Governors (Safeguarding, Health & Safety, SEN, PP + Priority Areas)
20	Urgent school issues from HT's or Business managers: none
Section five – Other business	
21	Any other business a) There may be the potential to benefit from a strategic relationship that RBC are developing. b) Positive feedback had been received from a pupil who enjoys that Redlands starts the week with a band.
22	Issues for parents/confidentiality: none.
23	Date of Next Meeting: Business Meeting: Tuesday 30th September 2025 4-6pm

Meeting closed at 5.35pm

Actions from meeting on September 16th:

Agenda item	Action:	Responsibility:	Timescale:
1	Contact absent Governors	CoG	ASAP
3	Canvass for Vice Chair candidates	CoG	30 th Sept
5	Advertise Governor vacancies locally	CoG	ASAP
5	Contact person who had expressed an interest in becoming a Governor	Clerk	ASAP
5	update skills on GovHub	All governors	ASAP
5	Run elections for staff governor	AdC/Clerk	ASAP
6	Minutes of meeting of 15 th July to be signed and uploaded to school website	CoG/Clerk	ASAP
9	Update register of interests on GovHub	All governors	ASAP
10	read at least Part 1 of KCSIE and complete Disqualification Declaration on GovHub	All governors	ASAP
11	Agree to Governor code of conduct on Gov Hub	All governors	ASAP
12a	Prepare papers regarding move to committee structure Re run survey regarding meeting times	CoG CoG	22 Sept 22 Sept
16	Add Safeguarding Policy to GovHub	LK	22 Sept
16	Review Safeguarding Policy	All	30 th Sept
17	Review and update list of subject leads	LK and CL	ASAP
17	Contact AdC if you wish to attend Director's Briefings	All	ASAP

Actions from meeting on July 15th:

Agenda item	Action:	Responsibility:	Update
3	SEND link Gov and both SENCOs to meet	KF/SENCOs	outstanding
3	Part 1 minutes of 20 th May upload to school website	Clerk/AdC	completed
3	CoG to sign minutes from 20 th May and 6 th May EFGB	DD	completed
4	CoG to circulate a consultation document on future GB meeting structure and days/times for discussion and decision in September.	DD/ALL	completed