



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Board
Wednesday 27th September 2023. 7pm

Present: Dave Dymond (Chair); Robert Howell (EHT); Adedayo Benson; Kate Gordon; Andrew Burrell; Vincent Onuchi.

Apologies: Hajar Alami; Zoe Watling; Attia Rafiq-Sharif.

Did not attend: Yota Dimitriadi.

In Attendance: Alice de Croos (SBM); Rachel Lawson (DHT); David Colwill.

Clerk: Deborah Savage

Agenda Item	This meeting took place via Zoom and recorded for the purposes of the minutes. Permission to record was obtained from those on the call.
	Section One - Procedural
1.	Welcome and Apologies. Apologies had been received in advance from Zoe, Hajar and Attia and these were accepted. No apologies had been received from Yota. We were joined by a prospective new governor – David Colwill, so everyone introduced themselves.
2.	Declarations of Interest and expectations of Governors. There were no declarations of interest and Governors were reminded that they should record their declarations in GovernorHub as soon as possible.
3.	Co-Opt a new Governor – Dr David Colwill. Governors for Schools had put the Clerk in touch with David, and his profile had been circulated prior to the meeting. David spoke to the governors explaining his background and willingness to become a governor. A vote was held and DECISION: David was Co-opted to the board of Alfred Sutton Primary School.
4.	Minutes of the FGB meeting held 20th September 2023. The actions from the last meeting were reviewed. Some actions are items on this agenda. The minutes were accepted as a true record and ACTION: will be signed in GovHub by the Chair asap.
5.	Matters Arising. There were no matters arising.
	Section two – School Business and Updates.
6.	1st Quarter Report. This had been circulated to governors in July and laid out the financial position at the end of June 2023. The SBM informed the meeting that the teacher pay rise has now been agreed at 6.5% and there will be a grant to partially cover this. The pay rise for support staff has not yet been agreed and it is possible there may be some strike action. An increase of £1925 has been allowed for on each increment point. The next

	<p>financial report to governors will cover the months to 30th September (i.e. half of the financial year) and will be discussed in the November RCC meeting.</p> <p>Governor Comment: Where can we see monies from Redlands for the support of this school? This is under Facilities and Services.</p> <p>Decision: Governors accepted the 1st Quarter Financial Report.</p>
<p>6.</p>	<p>EHT & DHT verbal reports.</p> <p>A data pack produced by the LA following the results of statutory testing had been shared in advance with governors. The EHT and DHT discussed the main points with Governors. The data shows the comparison with National and LA results.</p> <p>Governor Question: Is this data on the school dashboard? Not at this stage, but year 6 data, along with a commentary will be uploaded soon.</p> <p>The EYFS data shows that the majority of our children arrive at below or significantly below National and make rapid progress and in some cases, accelerated progress in Year 6. Our figures show that the work achieved in year 6 is significant and this is due to dedication of the whole team there. ASPS results are amongst the best in all Reading's schools. Our Year 1 phonics data is strong in comparison to National and LA figures.</p> <p>There are areas to improve – writing is a challenge and the number of children working at Greater Depth in Year 1 is something we want to work on.</p> <p>The meeting was informed that the school's demographic is rapidly changing since the Covid lockdowns, with an increase in the numbers of EAL children, as well as PP and SEND children. The school (and Governors) need to be mindful of the progress made by groups of children (such as EAL) in comparison to their peers and for some groups progress does flatline in Years 3,4 & 5. In an effort to improve progress rates, sharp targets are being set in years 3-5 in order to lessen the burden of work needed in Year 6.</p> <p>The numbers of EAL, PP and SEND children remain a challenge for teachers, but the data shows so they make strong progress. It is important that governors look at data sets within the data as a whole, such as progress made by FSM children and recognise that there is no gap in attainment between different groups of children in Year 6. There are attainment gaps lower down the school – especially for EAL children.</p> <p>As is usually the case, this September, the school had fluctuating arrivals, including some children with no English. Governors were informed that the school is looking at its staffing model to see how it can best accommodate the children who joined the school in September with no English. This is not a unique situation but common to all schools.</p>

Governor question: It looks as if it is true to say that you are delivering more with less – and this is to be congratulated – but how are the staff? We need to ensure their wellbeing. It is true that the challenges we face bring pressures, but our staff work in teams to plan lessons so that this burden is shared across a team. This does contribute to helping with wellbeing (and is a different story in a smaller school). We have adapted some of our policies – marking is stripped back so it is not too onerous a task and our FSO supports children and their families but also the staff. Staff wellbeing is on every meeting agenda at school and where we see a need (or a need is brought to our attention) we will do what we can, for example, by increasing cover time. Having a devolved leadership structure helps us be aware of the climate and having a cohesive staff team helps us avoid burn out and reduce stress. We have carried out a wellbeing survey amongst staff and we will focus on an aspect of wellbeing each term.

Governor Question: It is clear from the data that there is an anomaly with year 2 – can you explain this? The level of writing achieved in year 2 is in line with national figures but this is suppressed as these children did not have so much exposure to language in their early years.

Governor Question: Is this a Covid legacy? It is true to say that it is much harder to achieve GD (greater depth) in KS1 as the standard sought is very high and children need to have read widely and have a wide vocabulary in order to get to the GD standard. This is tall order for year 2 children and reading is very much the key to this. Our SDP links to areas we want to improve including GD figures in KS1.

Governor Question: Looking at the data we have, how are you populating your report for Ofsted? We are recording most areas as “Good”, which bucks the local trend. Ofsted will look at outcomes only and our data will be slightly higher as there are 3 children we can remove from the data. This means that we will rise from 77.5% to 80%. Our aim is to try to replicate the progress seen in Year 6 across years 3,4 & 5 too – and governors can help with this when they visit staff subject leads and can ask them questions.

Governor Question: At the Director’s briefing this week additional funding was mentioned for groups such as SEND, PP – do you have details of this? Not yet, no. There is a huge national issue with acute special needs children who are in mainstream schools when they would be better provided for in special schools – but there is a national shortage of places. We have several children with EHCPs in place and some additional children have EHCP applications in progress. It is a real challenge for us, as a school, to offer an enriched curriculum to these children with acute needs.

Governor Question: If you have a number of children with such acute need, is there not a risk to them and the staff as we are not a specialist provision? Would the school be accountable if something went wrong? We have highly trained staff, and the risk is lessened due to our staffing team, but there is always a risk and we are

	<p>mindful of it. The risks might be higher in other schools. We do have children who are a flight risk and who might bite so we have plans in place, but we can't mitigate for everything. This is where ECHPs come in – with detailed care plans that involve all parties, but the increasing numbers of children with EHCPs in school is a challenge. It is also hard to recruit staff with the skills needed to work with these children when they are not well paid to do these roles. This is a wider national debate.</p> <p>The meeting was informed that the SIP is for one year – and the school does still expect Ofsted. The SIP is a “working document” that will change over time. We have set tight and challenging Key Performance targets for year groups and these reflect the 5 objectives in the Ofsted Framework. Key areas are the quality of Education, curriculum intent and progress made towards targets.</p> <p>Attendance will always be an Ofsted focus and we work hard to improve attendance, especially with those families who have a record of poor attendance. We meet regularly with our RBC attendance officer and have set aspirational targets for our EAL, PP, SEND and EHCP children who traditionally have lower attendance. It is noticeable how there has been a shift in parental attitudes to school attendance since Covid and we are working with our parent body to encourage attendance.</p>
<p>8.</p>	<p>School Improvement Plan.</p> <p>The SIP had been shared with Governors in advance of the meeting and Governors were encouraged to look at the headlines in the data report and SIP so they are aware of the areas that the school is focussing on:</p> <ul style="list-style-type: none"> • Tracking progress made by the vulnerable groups • Improving attainment in year 3,4 & 5 • Writing (especially in KS1) • whole school reading
<p>9.</p>	<p>SEF (draft) 2023</p> <p>The SEF (Self-evaluation framework) had been shared with Governors before the meeting and governors were informed that the evidence within it would grade the school as at least “Good” against current Ofsted criteria.</p> <p>Governor Question: Are there any significant threats that might prevent us getting a “good” rating? We don't take things lightly and we are, as a school, proactive in our preparation for an inspection but there is always an element of the unknown and the individual aspects of those on the inspection team.</p> <p>Governors were informed that once the school receives a call saying Ofsted are coming, Inspectors will ask for 3 documents before they arrive:</p> <ul style="list-style-type: none"> • The SEF • The SIP • The latest data set.

	<p>Subject leaders in school will all have created action plans and governors can ask to see these when they make visits into school to talk to subject leads.</p> <p>Governors accepted the SEF and SIP.</p>
10.	<p>Draft Collaborative Agreement.</p> <p>A standard collaborative agreement had been circulated in advance of the meeting and the chair explained that this was a standard practise between neighbouring schools who set these up to call on support from other GBs when the need arises. The meeting was informed the Memorandum of Understanding that was set up between ASPS and Redlands last academic year was “of its time” and that things have now moved on. The two schools have been supporting each other by lending governors for panels and investigations already – this just puts this co-operation on a formal footing. This same agreement is on the Redlands FGB agenda.</p> <p>Governor Question: Can I have a copy of the School Governance (Collaboration) (England) Regulations 2003 please? ACTION: Clerk to locate these and send out.</p> <p>DECISION: the Collaborative Agreement was approved. ACTION: CoG to sign the document.</p>
	<p>Section three – Policies.</p>
11.	<p>Policies requiring statutory (re)approval / adoption.</p> <p>a) <u>Child Protection and Safeguarding Policy updated for September 2023.</u></p> <p>Governor Question: You mention the use of CPOMS – is there anything that Governors should be aware of from the last academic year? Any SG issues that Governors need to be aware of are either reported in the regular HT reports or reported to governors after the Safeguarding Link Governor has met with SG leads and reported back to the GB.</p> <p>Governor Question: What is the purpose of the body map in the Safeguarding Policy? We have a very strong and skilled SG team and medical lead who handle any incidents in school following established procedures. We very rarely use the body map in our school – it is more for recording sports injuries rather than playground related bumps and knocks and not for recording physical abuse. We might use it, if say, a child arrived in school with a significant and unexplained injury.</p> <p>DECISION: Safeguarding policy APPROVED.</p>
	<p>Section four – Organisation of the Governing Board</p>
12.	<p>Updated Committee Membership & Link Roles.</p> <p>The Clerk had updated the committee membership chart (attached as an appendix to these minutes. ACTION: All to check their committee membership is recorded correctly.</p> <p>Also distributed prior to the meeting was the chart of link governors required for this academic year, which is based on subjects and not year groups following the re-arranged staffing structure in school. The meeting discussed these roles. Governors volunteered for roles and SLT named the staffing leads. ACTION: the clerk will update</p>

	<p>the chart and attach to these minutes. ACTION: Governors to check their role(s) are recorded correctly and email the clerk if there need to be corrections made.</p>
13.	<p>Governing Board CPD updates.</p> <p>Opportunities for updated safeguarding training have been sent to all governors and governors are aware of the training programme put in place by BfFC. Governors were reminded to record all training they undertake on their personal records in GovHub (including uploading any certificates they receive.) the Clerk is happy to assist with this.</p> <p>ACTION: Governors were asked to let the Clerk know if they wanted to attend the SG training on 10th October.</p>
	<p>Section five – any other business.</p>
14.	<p>Any other Business.</p> <p>The EHT informed Governors that a neighbouring school had had a Safeguarding incident requiring police attendance at the end of the school day, which meant that ASPS had had a partial lockdown where they had had to close all gates into school bar one to control the access to the school. ASPS staff pulled together to ensure the children left the premises safely.</p> <p>The EHT also informed governors that he was meeting with a group of Year 5 parents who had raised concerns about the content of the Year 5 curriculum including specifically the discussion of non-stereotypical families and the science aspect of human reproduction. This is a contentious issue with some parents but this is a statutory part of the school curriculum so the meeting will discuss the content to be delivered and allow parents the chance to look at resources that will be used. The meeting will inform parents that the school has values including respect and tolerance for all that live in modern Britain and that the content to be delivered is statutory.</p> <p>Governor Question: There was an incident involving a child in Caversham – have you heard anything about this? Not at all, no. Nothing has been mentioned in HT briefings locally.</p> <p>Governors in school – there was a discussion about how best to organise visits into school for Governors. The possibility of a Learning Walk with a subject lead alongside talking to a small group of children was discussed.</p> <p>ACTION: A governor has kindly offered to take over the Chair of the PEC and a meeting would be held with the new PEC chair and EHT to discuss plans to get governors into school.</p>
15.	<p>Issues for parents / confidentiality.</p> <p>There were no items to be communicated to parents and nothing requiring part 2 confidential minutes.</p>
16.	<p>Date of next meeting: To be confirmed. (Scheduled for Wed 10th January 2024)</p>

Meeting Closed: 20.25pm

Appendix 1: Committee Membership 2023/24

Governor	Pay	HTPM	FGB	RCC	PEC	CEC	Federation
Dave Dymond	✓		✓ (chair)	✓	✓	✓ (Chair)	✓
Robert Howell			✓	✓	✓	✓	
Adedayo Benson		✓	✓ (vc)	✓ (Chair)	✓	✓	
Yota Dimitriadi		✓ (chair)	✓ (vc)	✓	✓	✓	
Kate Gordon		✓	✓	✓	✓		
Andrew Burrell	✓ (chair)		✓	✓	✓	✓	✓
Hajar Alami			✓		✓	✓	
Zoe Watling	✓		✓	✓	✓		✓
Vincent Onuchi			✓	✓	✓		
David Colwill							

Appendix 2: Link Governor Roles 2023/24:

Link Area	Link Governor	Comments / staff link
Operational		
EYFS	Zoe?	Victoria Maskell
Equality & Diversity	Yota	
Finance	Adedayo	Alice De Croos
PP/More Able	Kate	Rachel Lawson
Premises inc H&S	Dave / Ade	Ian
Safeguarding	Dave/Kate	Sarah Tweddle
SEND	Kate	Sarah Tweddle
Sports Premium	Andrew	Chris Neate?
Wellbeing	Kate	?
Governor Development	Dave	-
Attendance	Dave	James Taylor
Curriculum		
Art & Design	Kate	Nazifa Ahmed
Computing	Yota	Simon Higgs
Geography	Dave	James Taylor
History	Dave	Michael Kiedyszko
Maths	Vincent	Rachel Lawson

MFL	Kate	Mark Lopez?
Music	Vincent	Steph Miles
PE	Andrew	Chris Neate
PHSE	Vincent	Steph Miles
Reading and Phonics	Zoe?	Victoria Maskell
RE		Christian Lim
Science	Dave	Richard Watson
Writing	Kate	Rachel Lawson

Actions:

New Actions from this meeting:

<u>Action:</u>	<u>Owner:</u>
Minutes of FGB held 20 th September to be signed in GovHub	DD
copy of School Governance (Collaboration) (England) Regulations 2003 sent to AB	Clerk
Chair to sign Collaborative Agreement	DD
Check Committee membership chart is accurate	ALL
Compile updated link governors roles chart	Clerk
Check Link Governor roles chart is accurate	ALL
Notify Clerk if anyone wants to attend SG training on 10/10 at 6pm	ALL
New PEC chair and EHT to discuss plan for getting govs into school	KG/EHT

Actions from last meeting carried forward:

<u>Action:</u>	<u>Owner:</u>
Governors to complete Declarations of Interest on GovHub ASAP including declaring use of any school social media groups	ALL
Read and Sign KCSIE part 1 declaration	ALL
Update SG training	ALL
Review Decision Planner	DD

Attendance at FGB meetings 2023/24 (2 meetings to date)

Dave Dymond	2 of 2 meetings
Robert Howell	2 of 2 meetings
Adedayo Benson	2 of 2 meetings
Yota Dimitriadi	1 of 2 meetings

Attia Rafiq-Sharif	0 of 2 possible meetings
Kate Gordon	2 of 2 meetings
Andrew Burrell	2 of 2 meetings
Hajar Alami	1 of 2 meetings
Zoe Watling	1 of 2 meetings
Vincent Onuchi	1 of 2 meetings
David Colwill	1 of 1 possible meeting.