East Reading Federation
Minutes of the Meeting of the Full Governing Board
Tuesday 30th September 2025, 4pm

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

Apologies: Stephanie Mitchell, Kris Jones

In Attendance: Alice de Croos, SBM

Clerk: Rowena Perry

	Section one – Procedural
1	Welcome & Apologies: Apologies accepted as listed above. <u>David Colwill did not attend.</u>
2	Declaration of interest and expectations of governors: None were made.
3	Minutes of Full Governing Board meeting of 16th September 2025: First item of AOB to be moved to Part 2 minutes. Access to Part 2 minutes is now restricted to 'SLT' members. ==Agreed:== actions to be placed in rolling action log. ==Action:== Clerk to create excel spreadsheet. For update on actions see action log. Governor vacancies: these are being promoted by University of Reading, who are also working on centralised method of recruitment. There is a potential staff governor. ==Action==: AdC to send reminder email to staff. There are two potential other governors, meeting arranged with one for next week. ==Governor question==: how do we book on safeguarding training? Response: Via AdC or online, self-enrolment. It is valid for 12 months. ==Action==: AdC to book governors on session on 7th October. ==Decision==: minutes were agreed.

4	Matters arising a) Election of vice-chair: Aaron Hatherley was proposed by Chris Robinson and seconded by Laura Kerr. ==AH Unanimously elected.==
	Section two – School business & updates
5	Redlands + ASP - 1st Quarter Report These were made available at the end of the summer term. Out-turn statements were submitted last Friday. Redlands is in deficit and tracking above planned budget. ASPS is tracking at £40K overspend which is being monitored. Next report will go to Resources Committee.
6	Redlands + ASP – HT's including SATs test results Redlands Ofsted report is now in the public domain. ==Governor question==: how are we celebrating this? Response: Christian Lim is looking at options for a banner and has been featured in the Reading Chronicle. A Facebook page has been set up and paid advertising used, including Instagram. CL is going to Pride of Reading awards on 17th October as Redlands has been short listed for School of the Year, Aaron Hatherley to attend as plus one. A video has been done which we can also use. Winner receives a trophy and a badge which can be used on branding. Redlands has spaces and new pupils starting.
7	Redlands + ASP - School Improvement Plan 2025-6 Has been put on GovHub. There is a focus on attendance across the borough. ASPS is currently in the bottom 20%. There is some jargon in the document, please let Laura Kerr know if anything is unclear. ==Governor question==: we had two standards meetings do we want to request just one for the federation? Response: It was helpful this year to have two meetings as reassurance was wanted that we had gone through the data and considered local authority targets and regional targets. ==Governor question==: do we want to run as a federation or two separate schools? Response: There was a lot to do at Redlands especially around the curriculum and a benefit from being with ASPS. Curriculum is now in a good place with crossover between subjects. Main difference/focus is on assessment. There is a push to make subjects more bespoke as they come up for review. Teaching standards should be uniform. The gaps for disadvantaged children haven't closed and are higher now in reception that previously. Need to look at how many children who don't have needs are not achieving and why. Work has been done at ASPS with teachers asked to give context, reassurance is still needed. Should get

	picked up in Pupil Progress meetings and an action plan put in place, Redlands has three of these per year.
8	Strategic plan for governors:
	Meeting will be led by CoG assisted by Heads. Need to do SWOT analysis and formulate a five-year plan which takes into account local and national aims/issues and big questions. Agreed: Provisional date of Friday 7th November 2-4pm.
9	**Section three – Policies requiring statutory (re)approval**
	Ultimately policies applying to both schools will have the ERF logo on.
	a) ASPS and Redlands Attendance Policies September 2025: no significant changes to these, based on a Key model policy, there are two policies because need to include bespoke school offer. Policy now covers 'emotionally based school refusal' usually caused by mental health issues where quick interventions give the best outcomes. The support for pupils and parents is different across the two schools. Policies were agreed.
	b) ASPS Nursery Admissions Policy 2025: this has changed slightly with the addition of 'Stay and pay plus' offer. Policy agreed.
	c) ERF Teachers' Pay 2025: still under discussion with trade unions.
	d) REDLANDS Nursery Admissions 2025: slight change in that numbers are now capped at thirteen. Policy agreed.
	e) Safeguarding policy 2025: no fundamental changes. Action: AdC to check names and put on website. Policy agreed.
	f) Online safety policy 2025: model policy had been shared. Policy agreed. Action: CoG to ask GovHub to add to checklist.
	g) Behaviour principles: proposed that these go on the website under policies. **Agreed.**
	Action: CoG to update decision planner.
	Section four – Organisation of the Governing Board
10	a) Committee structure: create Res / PEC / CEC committees
	b) Committee terms of reference TOR [2025]: adjust with Res / PEC / CEC committees
	c) Standing orders: adjust with Res / PEC / CEC committees
	d) Decision planner: adjust with Res / PEC / CEC committees
	Looking at recreating committee structure, benefits would be more direct

	involvement from governors and development of governors. Other committees (Pay and HTPM) will continue as before.
	Governor question: **will every committee cover both schools?** Response: Yes. Could potentially meet at Redlands and be more flexible regarding meeting times.
	Decision: **new committee structure agreed.**
	There will be an open invitation for all to attend any meeting. **Action: Clerk to send meeting invitations via Outlook,** required for those on the committee, optional for all others. Meetings will also be added to GovHub.
	CoG has revised the Terms of Reference and badging will be standardised. **Action: CoG to finalise draft ToR's. Action: each committee to review and adopt at their first meeting.**
	Action: **all to add training to GovHub when completed.**
11	Discussion on Link Governor visits into school & planning for this term:
	One governor will be the link for both schools and for each subject there will be a lead plus one or two supporting governors, the list has been updated. **Action: updated list to be circulated by Clerk.**
	There was a discussion on how to work effectively with subject leads. Need to be really clear about outcomes required and improvements needed. There is a list of six suggested meeting topics but these can potentially be amalgamated, it is probably unrealistic to meet every half term, twice a year is more achievable.
12	HTPM meetings:
	Decision: **meeting date 2nd December 9am-12pm**. Adedayo Benson to chair, Chris Robinson and Katherine Fowler on committee.
	Action: Christian Lim to inform Mo Galway of date. CoG to arrange training session.
13	Governing Board CPD updates – Judicium KCSIE Training & HTPM
	a) Safeguarding delivered by Judicium 8th October 6-8pm. Book via AdC.
	b) Alternative online safeguarding module training – details sent out.
	c) online module training in cyber security – details sent out.
	d] fraud awareness training required by all – information to follow.
	Training dates can be found on The Key website [now known as GovernorHub Knowledge]

	Section five – Other business
14	Any other business: None for part one minutes.
15	Issues for parents/confidentiality first term newsletter: none.
16	Date of Next Meeting:
	Pay committee Tuesday 7th October 2pm
	Resources Committee – move to 3rd or 6th November
	HTPM 2nd December
	FGB Tuesday 6th + 20th January 2026

Meeting closed at 6.00pm

Actions:

Action no.	Meeting date	Agenda item	Action:	Responsibility:	Timescale:	Update
5	16-Sep-25	5	update skills on GovHub	All governors	ASAP	DD happy to show people how to do this, is compiling personal development plans for governors
6	16-Sep-25	5	Run elections for staff governor	AdC/Clerk	ASAP	in progress, closing date 3rd Oct
7	16-Sep-25	6	Minutes of meeting of 15th July to be signed and uploaded to school website	CoG/Clerk	ASAP	in progress
8	16-Sep-25	9	Update register of interests on GovHub	All governors	ASAP	
9	16-Sep-25	10	read at least Part 1 of KCSIE and complete Disqualification Declaration on GovHub	All governors	ASAP	
10	16-Sep-25	11	Agree to Governor code of conduct on Gov Hub	All governors	ASAP	
18	30-Sep-25	3	book governors on safeguarding training	AdC	07-Oct-25	
20	30-Sep-25	9	check governor names on Safeguarding Policy and put on website	AdC	ASAP	
21	30-Sep-25	9	update decision planner	CoG	ASAP	

22	30-Sep-25	10	send meeting invitations via outlook	Clerk	07-Nov-25	
23	30-Sep-25	10	finalise committee Terms of Reference	CoG	17-Oct-25	
24	30-Sep-25	10	review and accept Terms of Reference	Committee chairs	12-Dec-25	
25	30-Sep-25	10	add completed training to GovHub	All governors	31-Dec-25	
27	30-Sep-25	12	inform Mo Galway of HTPM date	Christian Lim	ASAP	
28	30-Sep-25	12	arrange training for HTPM	CoG	ASAP	