



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Virtual Meeting of the Full Governing Board.
Wednesday 4th January 2023. 7pm.

Present: Dave Dymond (Chair); Adedayo Benson; Robert Howell; Yota Dimitriadi; Andrew Burrell; Kate Gordon; Hajar Alami.

In attendance: Rachel Lawson; Alice De Croos.

Apologies: Attia Rafiq-Sharif.

Clerk: Deborah Savage

Agenda Item	
1	Apologies. Apologies had been received from Attia Rafiq-Sharif and these were accepted. Hajar also apologised that she would be joining the meeting late.
2	Declarations of Interest & Equality and Wellbeing issues. There were no Declarations of Interest. It was noted that there are a number of health issues country wide at the moment – Covid is making a comeback; Flu cases have risen this winter and so have cases of Scarlet Fever and Strep A. The SBM informed the meeting that the school had received good advice from the LA – temperatures of children are being taken when necessary and any 2 or more linked cases are being monitored by the school and reported to the LA Health team if necessary.
3	Minutes of the last meeting – 28th September 2022 – parts 1&2 These had been circulated in advance of the meeting. The actions were reviewed, and it was noted at all actions had been completed. The meeting was informed that the HTPM panel had emailed the recommendations they had made to the Pay Committee and to the SBM. The Pay committee needs to ratify the recommendations and ACTION: Chair of the Pay Committee to formally email the SBM to this effect. Parts 1 and 2 of the Minutes from 28 th September were accepted as a true record by the meeting and Part 1 would be uploaded to the school website. ACTION: Chair to electronically sign the minutes in GovHub.
4	Matters Arising. There were no matters arising.
5	Chair's Report.

	<p>The Chair drew governor’s attention to the DfE’s update to school governance that was published in December. A link was provided in the agenda for Governors to read this document.</p>
<p>6</p>	<p>Head Teacher’s Verbal Report.</p> <p>The Head Teacher informed the meeting that he would be providing a written report for the FGB meeting on January 18th but would give a verbal summary of the main issues in school at the moment:</p> <ul style="list-style-type: none"> • Staffing: The loss of a Year 1 teacher and the poor response to a recruitment advert has meant that the school is covering this class internally by moving staff around until the ECT recruitment window re-opens. The class is being partly covered by an AHT and this demonstrates how it is necessary to have a flexible staffing model now. The school would rather work with this temporary solution and wait until they can recruit a candidate of sufficient quality later in the academic year. • Pupil absence: Attendance is currently 94.26% but we expect the spring term to present health challenges (Flu/Covid/Strep A/Scarlet Fever). Our attendance figure is above the National figure of 94.2% and the Reading figure of 93.3% but we continue to work with families and the Attendance Support Workers. • Lunchtime controllers –we have some vacancies again and recruitment is ongoing. <p>Governor Question: Given our past discussions about the difficulty in recruiting support staff due to pay levels, is there any merit in speaking to the Director of Education at RBC about extending the area of London Weighting to include Reading? Governors are most welcome to raise this – from the school’s point of view it would best coming from a group of Reading Head Teachers. ACTION: Chair to contact Director of Education to raise this issue.</p> <ul style="list-style-type: none"> • We have 3 staff on maternity leave at the moment but the 3 staff who were on long term sick leave are all returning on phased return to work plans. • The FLO has written a report for the next meeting, the highlights of which are <ul style="list-style-type: none"> ○ Safeguarding concern numbers have levelled out ○ There are 2 Child Protection cases currently ○ There are 2 families with 2 children on CIN ○ 1 family is receiving early help ○ The school continues to support vulnerable families and work with partner agencies – some meetings are now face-to-face. ○ All staff have received Safeguarding training – new staff will receive this in their first week. ○ Our vulnerable families all received Christmas presents, food vouchers and were directed to support over the holiday period. <p>Governor Question: Do we receive feedback from the families we support in this way? Feedback would come via the FLO and other staff. Sometimes Ofsted talk to families who receive additional support from schools.</p>

Governor Question: I am concerned about the level of the workload faced by the SENCO – how is this monitored? There is a team of 3 staff who do this support work, the SENCO (who has no teaching responsibilities) the FLO and the HT. The team works together to support each other, and we are currently managing the workload well.

Governor Question: Our FLO was due to appear as a witness in a court case – has this been completed now? Yes – the FLO was well supported and prepared by us in school and by RBC but at the last minute it was decided not to call her as a witness. She was given a Well being day off during the week to recover. The case is all finished now.

Ofsted:

Governors were reminded that we expect a call from Ofsted this month and several documents had been shared prior to the meeting covering the last inspection, school priorities and the role of governors in an inspection. Also shared was the fact that we expect the inspection to be a one-day ungraded inspection, so it will be very brief. The meeting was informed that inspections take place on Tuesdays/Wednesdays/Thursdays and that it would be good to know in advance Governor's availability for these weekdays for the rest of January beginning January 9th onwards. **ACTION: Governors to check their phone contact details are up to date in GovernorHub and to email availability to the Clerk.**

The meeting was informed that inspectors usually speak to 2 or 3 governors (depending on who is available) so having a team of a few governor volunteers ready in advance might help. On the day of the inspection, timings often change so it is possible to talk to governors via Zoom if necessary. Inspectors will be looking for evidence that Governors are taking a pro-active role in the Governance of the school.

Governor Question: Would Governors with a statutory duty (such as link governors for Safeguarding and SEND) be required to meet with inspectors? This might be useful, but Inspectors are aware that governors have many demands on their time, and they will speak to any governor who is available on the day.

The meeting was informed that a parent survey will be going out in the next 2 weeks.

Governors were informed that the only data Inspectors will have access to before they arrive is the Inspection Data Summary Report that was circulated to all governors in the meeting folder. Inspectors will expect Governors to be aware of the key aspects in this report and also the 5 areas of focus that the school has identified as priorities that were also circulated in the meeting pack.

Governor Question: In one of the circulated documents, you identified the possible outcomes of this ungraded inspection – one of which was, should there be evidence that a school might be judged “outstanding” on a graded inspection, that a graded inspection will follow. Do we have a timetable for when a full graded inspection might follow? No – this is unspecified. There have been no local schools that have

	<p>gone from “good” to “outstanding” since inspections resumed. Ofsted are 20,000 school inspections behind since Covid.</p> <p>Governor Question: You mentioned that a complaint might trigger a full inspection – would the complaint recently thrown out by the DfE trigger this? No. We have had 2 complaints and neither have a safeguarding element so would not trigger an inspection.</p> <p>ACTION: Governors are asked to familiarise themselves with the 5 areas of SDP focus as detailed by the documents in the meeting folder in preparation for the PEC meeting and the FGB meeting on January 18th.</p>
7	<p>Policies for approval.</p> <p>There had been several policies for approval circulated in advance of the meeting including some new policies and some that would have been approved by the CEC has this committee been meeting this year.</p> <p>Accessibility Plan: It was agreed to make this a 3-year review. Approved</p> <p>Behaviour Principles Statement & Pro-social behaviour Policy: Approved</p> <p>Equality Policy (from a model policy taken from The Key) Approved</p> <p>RE Policy: Approved</p> <p>RHE Policy: Approved</p> <p>Statement of procedures for dealing with allegations of abuse made against staff.</p> <p>This is taken directly from the Child Protection and Safeguarding Policy. Approved</p> <p>Complaints Policy: Governors were informed that this policy has had some changes prompted by a complaint. The background to this was explained. A parent made a complaint that could not be settled internally by the school, so it went to a panel of Governors. The panel did not uphold the complaint and the parent, as was their right, took their complaint to the DfE. The DfE role is not to investigate the complaint again, but to look to make sure that the school followed its procedures correctly. As part of this, the DfE asked us to make 3 changes to our Complaints policy:</p> <ul style="list-style-type: none"> • To update DfE contact details • To allow complaints to be made verbally rather than only in writing • To specify how complaints could be made about a governor, group of governors or the whole governing Board. <p>As a result, we have made these changes to our complaints policy. The DfE have not upheld the complaint, which is now dismissed, and the DfE have been informed that we have made the required changes to our Complaints Policy. Approved</p>
8	<p>8pm – at this point Hajar joined the meeting.</p> <p>Any other Business.</p> <p>The Clerk, on behalf of the PEC chair, reminded governors that we have a PEC meeting on January 11th and ACTION: Governors to send in their written reports from meetings with phase leads.</p> <p>ACTION: Governors were asked to familiarise themselves with the SEF, data report and 5 areas of development for the PEC meeting – which will be virtual.</p>

Meeting closed: 8.05pm

Actions:

Action:	Owner:
Chair of the Pay Committee to formally email the SBM re HTPM recommendations.	AB
Chair to electronically sign minutes from 28 th September 2022 in GovHub	DD
Chair to contact Director of Education to raise extending London Weighting area.	DD
Governors to check their phone contact details are up to date in GovernorHub and to email January availability to the Clerk.	ALL
Governors to familiarise themselves with the 5 areas of SDP focus as detailed by the documents in the meeting folder in preparation for the PEC meeting and the FGB meeting on January 18 th .	ALL
Governors to send in their written reports from phase lead meetings	ALL
Governors to familiarise themselves with the Inspection Data Report and SEF for the PEC and FGB meetings in January.	ALL

Attendance at FGB meetings 2022/23 (2 virtual meetings to date)

Dave Dymond	2 of 2 meetings
Robert Howell	2 of 2 meetings
Adedayo Benson	2 of 2 meetings
Yota Dimitriadi	2 of 2 meetings
Attia Rafiq-Sharif	1 of 2 meetings
Kate Gordon	2 of 2 meetings
Andrew Burrell	2 of 2 meetings
Hajar Alami	2 of 2 meetings

Items circulated to the GB since the last FGB:

- Training information on Safeguarding for Governors
- RBC Governor Newsletter Term 1
- Prevent training information
- Ofsted training on Governance and Inspection – webinar info
- Webinar training info on dealing with complaints
- House of Commons Food poverty and FSM report
- Equalities webinar info
- SEND Update webinar
- Info on Governor Development framework for new Governors
- November Directors Briefing
- Info about upcoming RGA events
- Workshop in completing the SFVS
- Webinar on Performance Data
- Information on January Directors Briefing
- Online safety briefing for Governors.