



ALFRED SUTTON PRIMARY SCHOOL
Minutes of the Meeting of the Full Governing Board.
Wednesday 24th April 2024. 7pm

Present: Dave Dymond (Chair); Robert Howell; Adedayo Benson; Andrew Burrell; Kate Gordon; Zoe Watling; Vincent Onuchi; David Colwill; Hajar Alami; Sze Hang Wong.

Apologies: There were no apologies – Yota Dimitriadi did not attend.

In attendance: Rachel Lawson; Alice de Croos.

Clerk: Deborah Savage.

Agenda Item	This meeting was a virtual meeting held via Zoom – permission was given for the meeting to be recorded for the purposes of the minutes.
1.	Apologies. The chair welcomed everyone to the meeting. There were no apologies.
2.	Declarations of Interest. There were no declarations of interest made.
3.	Minutes of the meeting held 24th January 2024. The minutes from the meeting held on January 24 th had been circulated in advance of the meeting and were accepted as a true record. ACTION: They will be signed in GovHub by the chair as soon as possible. <i>(7.05 pm – at this point Adedayo joined the meeting.)</i>
4.	Matters Arising. There were no matters arising – actions from the last meeting were reviewed. Training opportunities has been circulated to the GB and the minutes from meetings held on 20 & 27 th September 2023 had been signed. Governors in school morning has been rescheduled and a new date will be found for this before the end of the academic year. Some additional Link Governor meetings have been held although there remain a few to complete. <i>(7.10 pm at this point Vincent joined the meeting.)</i>
5.	Chair's Report. The chair gave a verbal report to the meeting and began by welcoming back the EHT to school after his absence due to illness. The EHT is still recovering but is feeling much better and is pleased to be back in school. The chair reminded the GB that Governors are allowed to use the Employee Assistance Programme if they need it.

	<p>The chair noted that the excellent management structure that is in place in school meant that the management team was able to continue to run the school with reduced visible impact from the EHT's absence.</p> <p>The GB was informed that the decision about the future of the modular building has been reversed yet again and it is now to leave ASPS – probably during October half term.</p> <p>Plans for a Federation with Redlands are in a “holding pattern” and are not causing a concern. Both schools are operating well. The school roll for ASPS next year is full and is looking strong which is not the case for all of Reading's schools.</p> <p>There is a Director's Briefing next week which will look at approving Educational Visits and monitoring Safeguarding.</p> <p>The chair posed a question to the GB – do we need a TOR for the FGB – which does not have one. It was suggested that this might be useful for the Federation Planning Process. ACTION: Chair to investigate and draft a TOR if it proves to be advisable.</p>
6.	<p>Executive Head teacher's verbal update.</p> <p>The EHT began his verbal update to the GB by thanking the SBM, DHT and HoS who managed the schools in his absence. He also thanked everyone for their good wishes and stated that, although he was not fully back in school yet, he was pleased to be able to return to work.</p> <p>The term has had a busy start and Federation is still being planned for the two primary schools. At this point a PowerPoint was shared with governors to help explain the context to some of the information that was being shared with the GB.</p> <p>Changes to the staffing structure:</p> <p>The EHT stated that the school proposes to change the staffing structure for 24/25 and explained the reasons behind this decision. Redlands primary is making rapid improvement progress and is no longer subject to RIG (Rapid Improvement Group) oversight by the LA, who are satisfied that rapid improvement is being made. There remains much work to be done however. In order to help Redlands still further it is proposed to have Deputy Heads there to support the HoS and the improvement journey. There has been no DHT at Redlands for some years now. ASPS wishes to keep the skilled and dedicated staff that they have (in both schools) and many AHT's are at the top of their scales so in order to offer career progression opportunities to them, two DHT posts are being internally advertised (in both schools). One DHT post will be for KS1 and the other for KS2 and each post will work .5 of their time at each school. Therefore – there will always be a KS DHT in each school. The current DHT at ASPS will become the Senior DHT and remain focussed on Year 6 at ASPS. Creating these two posts will build sustainability into the HoS role at Redlands.</p>

	<p>ARP:</p> <p>RBC believes that creating ARPs in primary schools in Reading is the way forward and ASPS needs to be involved in this initiative by creating one. Now that the modular is to leave us, we will site the ARP in the current staff room which is self-contained will allow access to an enclosed outside area. We have secured £150K funding to create this from September 24. A capital grant has been applied for to make the necessary building modifications. Redlands will also have an ARP opening in September 24. The ARP is a significant project and it will have a significant impact on the school as a whole, but we really have no choice but to embrace this as the way forward for children with high levels of need. We will need to recruit staff for the ARP, as well as the two DHT roles and teacher positions to back fill.</p> <p>Staff communication:</p> <p>Due to the significant changes in accommodation from September onwards, it will be necessary to ensure the staff as a whole are on board with these projects. The current KS1 library will become the new staff room and will have to be able to house the microwaves and dishwasher etc. The Modular is expected to be removed in October and the ground will become a netball court. Once work is completed on the culverts, the Trim Trail can be installed. Roofing works need to be completed on the Junior Hall which will require scaffolding for a period of about 6 months over the junior hall where year 6 were to move to. Due to the significant noise and disruption that will result from the roof repairs, we have decided to put year 6 elsewhere. This means a great deal of knock on effects throughout the school and a very busy summer term while all these changes are made/prepared for. The school has no choice, however, but to react to where the funding streams are coming from and to use the resources we have in the best way possible.</p> <p>ASPS is bucking the local trend however, and remains popular with parents. As a school, we continue to evolve and we have to create an ARP in our school. The EHT thanked everyone for their flexibility and informed the GB that he plans to hold a series of meetings with staff so that everyone is included in the plans.</p> <p>Governor Question: Is the LA happy with your proposed staffing structure changes? Yes – these will be acting positions for one year initially as we approach Federation. Funding for the posts has been budgeted for.</p> <p>Governor Question: Will the ARP need a qualified teacher? Yes. We might need to upskill in the SEND aspects of the role depending on who we appoint. Ideally, we would want someone with Early Years experience. We will also recruit LSAs and having SEND experience would be a plus for these posts but it would not be essential to have a SEND qualification. It may be that we use some existing staff in the ARP and back fill these positions.</p>
7.	Staffing Structure 2024/25.

	Discussion on this item has already taken place under Item 6 so was not discussed again.
8.	<p>Update from the Resources Committee including Budget 2024.25.</p> <p>The RCC chair informed the FGB that there had been a positive meeting of the RCC earlier the same day. He informed the Board that the school are in a strong position financially and thanked the SBM for her diligent work in the financial management of the school.</p> <p>The meeting was informed that the RCC had looked in detail at the proposed budget planned for 2024.25 and that prospects for Federation were looking more optimistic now. Good progress is being made at Redlands.</p> <p>The SBM thanked the Board for agreeing to hold the RCC meeting in the daytime and DECISION: the FGB ratified the proposed budget for 2024.25 which had been approved by the RCC.</p>
9	<p>Update from the Pay Committee.</p> <p>The Pay Committee chair informed the meeting that the Pay committee had met twice this academic year to look at Teacher’s and Support Staff Pay. At each meeting a number of anonymised Performance Management reports had been looked at to ensure that the school had followed their Performance Management Policies correctly and that the process was equitable for all staff. Where staff had been awarded an increment, these had been budgeted for, and the Pay Committee approved the increments.</p> <p>The HTPM chair was not present, but another Governor confirmed that the HTPM process had taken place – this time jointly with Redlands GB also represented. It is likely that a similar format will take place again next year until the schools Federate. A representative from the LA also took part.</p> <p>It was noted that the paperwork for the HTPM panel needs to be more professionally dealt with to follow procedure and recorded as per procedure. The HTPM should report to the Pay Committee but this had not happened for some years. ACTION: CoG to consider the best way of ensuring compliance in future years.</p>
10.	<p>Update from the Performance Enrichment Committee.</p> <p>The PEC chair informed the GB that many Governors had completed visits into school to “dip” into a number of subjects. ACTION: some governors have not sent the clerk their visit reports. A new date will be set to hold the Governors into school morning after SATS so in mid to late June. ACTION: some dates to be identified and circulated to governors.</p> <p>There are some subjects still to completed ACTION: RE (Ade) Science (Ade) and Computing (either DC or DD) to be completed.</p> <p>There was some discussion about visits in the coming academic year, when it was suggested that, wherever possible, Governors should keep the same subjects for continuity, although there may be some re-distribution as we have new Governors on board and can spread the load more evenly.</p>
11.	Update from the Community Engagement Committee.

	<p>The CEC chair reported that the Spring meeting, (following the TOR) was to consider the feedback from pupil, staff and parents surveys; revisit the TOR and consider the school vision before any federation. The meeting also looked at and approved six school policies as well as the postponed Governor into school morning. No surveys had been carried out since the school community was recently surveyed by Ofsted and the school vision was considered fit to carry the school until Federation.</p> <p>The chair is planning a small project to engage with the local community leaders to address pupil absence and extended family holidays. A Governor has also been approached to become Vice Chair to the CEC to help with legacy planning.</p>
12.	<p>Safeguarding.</p> <p>Ofsted were very pleased with the school's safeguarding provision and the Safeguarding team work well together to support in the region of 10 or 12 families at any one time. The school liaises closely with external bodies to support the families at ASPs. The LA also thinks highly of the SG team at ASPs, who are now supporting SG at Redlands and sharing their expertise. All staff have received updated KCSIE and Prevent training. The whole GB is also trained in SG.</p> <p>Governor Question: Do we differentiate visitors to school who are DBS checked from those who are not e.g. via a different colour ribbon on their badges? Yes.</p>
13.	<p>Wellbeing & Equality.</p> <p>The Wellbeing Lead is due to attend the next PEC meeting to report to the GB. There were no issues raised.</p>
14.	<p>Governor Training.</p> <p>The Chair reminded governors of a number of opportunities that are coming up to undertake training, either with the LA or other providers such as Judicium.</p>
15.	<p>Issues for parents/confidentiality.</p> <p>Governors were reminded that the changes to physical accommodation and the staffing structure are confidential until staff and parents have been informed. Parents will be informed in a newsletter to be sent just before half-term (at the end of the month). Governor contacts will be included so that parents can ask any questions of the GB too.</p>
16.	<p>Any Other Business.</p> <p>The EHT informed the GB that the DHT and her Year 6 team are working hard to prepare the children for their SATs tests and that Governor support to monitor the administration of the papers would be greatly appreciated. This would involve one or two governors coming into school to look at the security of the storage of the papers, the test administration and how they are packed and sent off for marking. ACTION: DD and AB volunteered to do this.</p> <p>RGA event on AI technology:</p> <p>A Governor reported that he had attended this meeting discussing safe ways to use AI technology in the curriculum, but he thought it most appropriate for Year 5 & 6. The school's computing lead would be interested in talking to governors about this.</p>
17.	<p>Date of Next Meeting: 10th July 2024 (review meeting).</p>

Meeting closed: 8pm

Actions:

Action:	Owner:
Chair to sign minutes from 24 th January in GovHub.	DD
Chair to investigate and draft an FGB TOR if advisable.	DD
Chair to consider ways to ensure HTPM paperwork is compliant in future.	DD
Send clerk completed link visit reports.	DD
Identify date for rescheduled Govs into School morning and circulate to GB.	EHT
Complete remaining Link Gov visits ASAP.	
Governors to monitor SATs testing in school.	AB/DD

Attendance at FGB meetings 2023/24 (4 meetings to date)

Dave Dymond	4 of 4 meetings
Robert Howell	4 of 4 meetings
Adedayo Benson	4 of 4 meetings
Yota Dimitriadi	1 of 4 meetings
Attia Rafiq-Sharif	0 of 2 possible meetings
Kate Gordon	4 of 4 meetings
Andrew Burrell	4 of 4 meetings
Hajar Alami	3 of 4 meetings
Zoe Watling	3 of 4 meetings
Vincent Onuchi	3 of 4 meetings
David Colwill	2 of 3 possible meetings.
Sze Hang Wong	2 of 2 possible meetings.