



ALFRED SUTTON PRIMARY SCHOOL
Part 1 Minutes of the Virtual Meeting of the Full Governing Board
Wednesday 28th September 2022. 7pm

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

Apologies: None – all governors were present.

In Attendance: Alice de Croos (SBM)

Clerk: Deborah Savage

| Agenda Item | |
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| | Section 1 - Procedural |
| 1 | Apologies All were welcomed to the first meeting of the new academic year. There were no apologies – all governors were present. |
| 2 | Declaration of Interest and expectations of governors Governors were reminded that at the start of each academic year it is a requirement that governors complete a Declarations of Interest form (stored on Governor hub in their individual profiles) along with a number of other declarations. Governors were asked to complete this (including nil returns) as soon as possible. |
| 3 | Re-appointment of Yota Dimitriadi for a second term of office Yota has served as a Co-Opted Governor at Alfred Sutton for 4 years but has agreed to serve another term. At this point, Yota left the meeting. Governors commented that they would be delighted to work with Yota for another term of office as her insight and work on committees has been valuable and appreciated. DECISION: Governors unanimously voted to approve the re-appointment of Yota Dimitriadi for a second term of office. Yota re-joined the meeting and from this point onwards the meeting was recorded. |
| 4 | Part 1 Minutes of FGB 13th July 2022. The Part 1 minutes from the FGB on July 13 th 2022 had been circulated in advance and were approved as a true record. Actions from 13 th July: <ul style="list-style-type: none">• HTPM Panel vacancy filled and all who sit on this have attended training.• Governor vacancy advertising/ recruitment ongoing |
| 5 | Matter's Arising Approval of 1st Quarter Budget Reports |

These were circulated to all governors in July after the end of term. There were no questions raised. The meeting was informed that since July, the financial situation has changed and this would be covered in more detail later in the meeting. **DECISION: 1st Quarter budget reports approved.**

SDP & School context.

Some parts of the discussions held under this item along with some Q&As are recorded under Part 2 minutes due to their confidential nature.

The HT informed the governors that he had shared with SLT earlier in the day a short PowerPoint that explains the school's context and how this has determined the SDP priorities the school are focussing on. The HT wanted to share that with governors too and the PowerPoint was uploaded to GovHub and the meeting was talked through each slide. The aim is work collaboratively with staff on producing an SDP that is relevant to ASPS's context and the challenges the school faces.

1. **Curriculum.** The focus this year will be on the role of curriculum leaders ensuring that they know their subjects and the strengths and weaknesses; know how their subject is monitored and assessed; know the subject report for their area produced by Ofsted and understand how Ofsted would look into the teaching of that subject in a school; participate in relevant subject networking events for the sharing of best practise amongst schools and be prepared to talk to Governors and Ofsted about their subject. *The Head informed Governors that this is step change from last year as it will make subject leaders more accountable for their subject.*
2. **Staffing Model.** The school plan to review their staffing model in the light of changes within the school context to ensure it remains fit for purpose. For example, there has been a rise in the number of SEND pupils but more than this there has been a rise in the number of SEND pupils with acute need which has an impact on staffing. Locally, there are no spaces in specialist education settings meaning the school has a number of pupils that require intensive support.
3. **Attendance - Post – Covid,** attendance will be a key focus for Ofsted as it is seen as having Safeguarding implications. This is an issue for ASPS as the school's "covid attendance dip" was lower than that experienced by other schools. We have a team working on robust attendance management which is already having an impact on improving rates of attendance. The team will be looking at attendance data to identify vulnerable groups and any patterns that emerge. Pre-covid, in the autumn of 2019 our attendance was below national figures and we now aim to reach the national average for attendance.
Governor Question: Did you fine parents for non-attendance? Not during the covid years, no. LA guidance was mixed but we are taking a different approach this year.
4. **Inclusion –** and the changing demographic of ASPS. We have noted there has been a rise in SEND pupils and SEND pupils with acute need. Some of our

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| | <p>children needing 1:1 support have lower funding levels than other SEND children who need a lower level of support. Some of our children have needs so acute they are not able to be accommodated in specialist education settings so are in mainstreams. There has also been a rise in FSM numbers.</p> <p>5. Performance Coaching for Staff. We are taking part in an RBC led project to look at aspects of teaching practise and inform our performance management. This is a big project which is why it is part of our SDP. It is important to remember that ASPS is a top performing school in Reading – especially within our demographic.</p> <p>Governor Question: Thank you for sharing this honest update with us – we appreciate the hard start to the year you have had. Can you tell us what did not work in regard to the coaching last year? It was launched by RBC last year but they put nothing in place behind it so it was not successful. This year we have paid a contribution to them for staff training and networking to support staff in different ways. Schools are working with the LA to better implement this with support in place.</p> <p>Governor Question: Coaching will help teams but will it also add to AHT workloads? Laura Kerr is the staff member leading on this and we expect that it will, moving ahead, be a part of what AHT’s do all the time. There is a training day for staff in October and we will be working with other schools. We hope that we can tell you more about where we feel the challenges will be after the October training.</p> <p>Governor Question: You explained that the changing demographic of the school has impacted on staff and their roles – have you faced any resistance from staff? We are having very open and honest conversation with our staff about the changes that are taking place in education as a whole and the changes we are seeing as a school. It does require staff understand why we are making the changes we are and a change of mindset is needed. We are reflective school by nature and that does help us.</p> <p>Governor Question: How can we, as governors, support you? It is important that you know the true picture and understand the pressures the school and staff face in managing inclusion in school. Teachers need to balance teaching a wide range of subjects knowing the full range of educational issues faced by children across a wide spectrum. It was noted that this has been quite a rapid change in the demographic.</p> <p>Governor Question: Thank you for the insights you have shared – I need to ask how you (the HT and SBM) are? Please speak openly to us in a safe space. We are a strong team that works well together and supports each other – and that is true of the whole of the SLT. We have strong people in our key roles and this helps to spread the load. Governors were informed that staff do laugh a lot and do sometimes work at home for the occasional afternoon in order to get detailed work done, which helps.</p> |
| | <p>Chair’s Report</p> <p>The Chair informed the meeting that he had written a report, which once proof read would be posted publicly. There is no statutory requirement on LA maintained schools to do this, as there is on Academies and MATs.</p> <p>The chair gave a verbal summary of his report to the meeting that covered the following points:</p> <ul style="list-style-type: none"> • Staff and Governors were thanked for their hard work last year which was demonstrated in a full role and excellent SAT results. |

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| | <ul style="list-style-type: none"> • There are challenges to face – the loss of governors means those on the GB will have to work harder. • We expect an Ofsted visit this academic year • The Education White Paper, if followed through, has significant implications • The RBC Director of Education plans to establish a Reading School Board -it would be good to secure a seat on that. • There was praise for the ASPS Pupil newspaper – Governors were invited to be interviewed. • Some of our governors are joining BffC panels, raising the school profile. • The SBM was thanked • The Clerk to the Governors was thanked. • The professionalism of the staff was praised. • It was noted that governor recruitment remains a challenge. • Condolences on the death of Queen Elizabeth were passed on. |
| 7 | <p>Financial Probity</p> <p>Register of business interests – ACTION: Governors were asked to complete the declaration on Governor Hub along with the other declarations as soon as possible.</p> <p>Register of Certifying Officers – This document was circulated in advance of the meeting and is unchanged from last year as there have been no staff changes and it has not been necessary to raise the signing limits. DECISION: Governors approved the Register of Certifying Officers.</p> |
| 8 | <p>Keeping Children Safe in Education</p> <p>Governors were reminded that there is a new and updated KCSIE from 1st September this year with some significant changes. Links to this document had been circulated in advance of the meeting. ACTION: All staff and Governors are to read at least part 1 and sign to that effect in GovernorHub.</p> |
| 9 | <p>Governor Code of Conduct for approval.</p> <p>The Governor Code of Conduct was circulated in advance of the meeting and DECISION: Governors approved the Code of Conduct. ACTION: all governor to sign the Code of Conduct in Governor Hub as soon as possible.</p> |
| | <p>Section 2 – Organisation of the Governing Board</p> |
| 10 | <p>Standing Orders</p> <p>Governors were reminded that the Standing Orders outline the procedural workings of the Governing Board and it is a requirement that these are reviewed and approved each year. The Standing Orders had been circulated in advance of the meeting and DECISION: were approved by the GB.</p> |
| 11 | <p>Decision Planner</p> <p>Governors were reminded that the decision planner shows where the GB may legally delegate functions and this document had been circulated for review in advance of the meeting. DECISION: The GB approved the Decision Planner.</p> |
| 12 | <p>Committee Terms of Reference</p> <p>Governors were reminded that both Committees and the FGB had reviewed some TORs last year as part of a review of Policies. The TORs for all the committees were</p> |

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| | <p>circulated in advance of the meeting and Committee chairs were reminded that they can review them again at committee level if they feel this is necessary. DECISION: All committee TORS were approved.</p> |
| | <p>Section 3 - Policies</p> |
| 13 | <p>Delegation of Policies</p> <p>The Clerk informed the meeting that the Delegation of Polices document needs some revision, which the Clerk and the SBM plan to do in the next few weeks. The updated document would be brought to the next FGB in January for approval. DECISION: the existing Delegation of Policies document was approved until a revised document is ready.</p> |
| 14 | <p>Policies requiring statutory re-approval</p> <p>All policies had been circulated prior to the meeting.</p> <ul style="list-style-type: none"> a) Governor Allowances - DECISION: Approved. b) Nursey Admissions Policy 2022 – DECISION: Approved c) Child Protection and Safeguarding Policy 2022/23. This policy has been updated to reflect the latest guidance. DECISION: Approved. |
| | <p>Section 4 – work plan</p> |
| 15 | <p>Governor monitoring & Evaluation including re-scheduled PEC</p> <p>The Chair of the PEC reminded governors that the planned PEC meeting in July, due to discuss test results and link governor meetings with subject leaders, did not go ahead due to high levels of staff and governor illness. It was decided that it would be good to re-schedule this meeting and also to discuss next steps – maybe book looks and talking to children. It was agreed that the Community Engagement Committee would be put on hold this year and these meeting dates could be used for extra PEC meetings involving all governors.</p> <p>DECISION: PEC meeting to be held on Wednesday 16th November.</p> <p>ACTION: PEC chair to liaise with HT about this meeting and future plans.</p> <p>It was noted that Governors want to avoid adding extra pressure onto staff, but that these meetings would be useful preparation for an Ofsted visit.</p> |
| 16 | <p>Clerks Report to the Governing Board</p> <p>The Clerk had written and circulated to governors a report which outlined the challenges being faced – especially around Governor recruitment. The report also listed the many successes of last year and thanked all governors for their contributions. Attached to the report were a Governors and a Clerks “To do” list, which could feed into a future Steering meeting.</p> |
| 17 | <p>Meeting Schedule</p> <p>A draft meeting schedule for 2022/23 had been drawn up and circulated for approval. It was noted that a new date would be needed for the Pay committee. ACTION: Clerk to liaise with governors to arrange a date.</p> <p>It was also noted that the HTPM need to meet soon and ACTION: HT/ chair of HTPM and Alice boon to liaise to fix a date.</p> <p>There was request that Wellbeing be added to every meeting agenda. ACTION: Clerk.</p> |
| | <p>Section 5 – other business</p> |
| 18 | <p>Any other business</p> |

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| | There was a request that a future Steering meeting look at the format of meetings moving forward so more time can be allowed to hear from staff. |
| 19 | Issues for Parents/confidentiality There were no issues to communicate to parents/stakeholders. Some parts of the discussions held in this meeting were recorded under Part 2 minutes. |
| 20 | Date of next meeting: Wednesday 4th January |

Meeting closed: 8.40pm

Actions:

| Action: | Owner: |
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| Governors to complete Register of Business Interests on GovHub ASAP | ALL |
| Governors to Read Part 1 KCSIE and sign declaration in GovHub ASAP | YD/AB |
| Governors to sign Governor Code of Conduct in GovHub ASAP | DD |
| Governors to complete Continuing Suitability (Disqualification) form on GovHub ASAP | DD |
| PEC chair to liaise with HT re next PEC meeting and future plans | ARS/HT |
| New date to be arranged for Pay Committee | Clerk |
| Date to be fixed for HTPM to meet | YD/HT/Alice Boon |
| Wellbeing to be added to every meeting agenda | Clerk |

Attendance at FGB meetings 2022/23 (1 virtual meeting to date)

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

Items circulated to the GB since the last FGB:

- Information on the Governors for School Conference in September 2022
- Information on changes to KCSIE 2022
- Information on HTPM training to relevant Governors

- Information on the RGA AGM in September
- Agenda for BFfC Director's Briefing 20/9/22
- Information on Pay Committee responsibilities to relevant Governors
- Clerk report to the GB September 2022
- BFfC & RGA Training Brochure 2022/23
- Online Safety briefing information to relevant Governors.