



**ALFRED SUTTON PRIMARY SCHOOL**  
**Minutes of the Virtual Meeting of the Community Engagement Committee**  
**Wednesday 15<sup>th</sup> November 2023. 7pm**

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

**In attendance:** Alice de Croos (SBM).

**Absent:** Yota Dimitriadi.

**Clerk:** Deborah Savage

<b>Agenda Item</b>	
<b>1</b>	<b>Welcome &amp; Apologies.</b> The chair welcomed all to this CEC meeting which was resuming after not meeting last academic year. All were thanked for their attendance. There were no apologies – one governor did not attend.
<b>2</b>	<b>Declarations of Interest.</b> There were no declarations of interest.
<b>3</b>	<b>Minutes of the meeting held 22<sup>nd</sup> June 2022.</b> The minutes from this meeting had been circulated in advance and the chair reviewed the actions from this meeting. <ul style="list-style-type: none"><li>• The TOR had been reviewed and changes made in the light of the policies overhaul.</li><li>• Stakeholder surveys would be carried out later this academic year.</li><li>• Other items had been superseded.</li></ul> The minutes were approved and <b>ACTION: Chair to sign these in GovernorHub.</b>
<b>4</b>	<b>Matters Arising.</b> There were no matters arising.
<b>5</b>	<b>CEC Term of Reference.</b> The CEC TOR had been circulated in advance of the meeting. There was some discussion that the word “community” should be explained – so that we are more specific about who we include in this term. It was also mentioned that Federation should perhaps be included as an aim of this committee too and therefore be added to the TOR. The possibility of each committee producing an “annual review statement” each year was also mentioned.

	<p>The chair posed the question that perhaps the Educational Visits Policy would better sit on the PEC TOR and that the school profile requirement should be removed as this has been replaced by the DfE profile available via the DfE website. Also to be removed is the requirement to “establish a discipline policy” which has been superseded by the new behaviour policy. The Home School agreement would be kept. <b>ACTION: Clerk to make these changes to the CEC and PEC TORs for re-approval and to ensure that these changes are reflected in the Decision Planner.</b></p> <p>It was noted that policies would probably be reviewed in the light of the proposed Federation with Redlands Primary School.</p>
6	<p><b>Federation – communication with stakeholders.</b></p> <p>The committee was informed that the new leadership team have been establishing priorities at Redlands since school resumed in September and working closely with Redlands staff to understand the position at the school. The original intention to Federate in March/April 2024 is not going to be possible – this is too fast a timescale to ensure success of the project and everyone is keen to ensure that Federation is successful for both schools. It is important the timeline is driven by what is achievable by the staff working in the schools whilst ensuring the quality of the work achieved is good – rather than being driven by a date. The current focus in both schools is to establish the capacity of the staffing structure across both schools, drawing on ASPS expertise where necessary and working out what the staffing structure needs to be to ensure success. Staff have been working really hard and it is looking like Federation will take place between September 2025 and April 2026. This is a wide window, but that is the position at the moment. BfFC do have lots of plans in the pipeline, and the Director of Education in Reading is pushing Federation hard. There are also expected to be changes to Ofsted too so things may change again. However, “school neighbours” working collaboratively together will remain a target for all schools and the Director of Education. The Redlands deficit budget is a key consideration as this will impact the staffing structure that it is possible to put in place. At the moment there is no “flex” in the staffing at Redlands at all. To ensure Federation is successful the model that is adopted has to be sustainable and one the schools can build on. These are the issues the school is currently focusing efforts on.</p> <p>The meeting was assured that the school remains positive about Federation – with a strong staff and a positive outcome from the Ofsted Inspection it is possible to say to parents and prospective parents that the team at ASPS that secured a strong outcome from Ofsted is now working at Redlands to build that model there (and potentially in other schools further down the line). Ofsted will return to Redlands in June 2025.</p> <p><b>Governor Question:</b> What is the message we should be giving to our parent community now? Both schools are continuing partnership working to create strong education for the East Reading area.</p> <p><b>Governor Comment:</b> I approve of your cautious approach and I understand that things are moving forward more slowly than originally anticipated but this sounds reasonable and sensible to me. However, I do think we should inform parents where</p>

we are at the moment as an absence of information can cause concern. I think the pace you are moving at is sensible and I think parents will understand this and approve of your intention to make federation successful by moving more slowly than you originally thought. There are Federations in Reading already, but none using our model which is one reason for caution. The fact Redlands has a deficit budget also makes things harder. The newly appointed Head of School is doing a fantastic job and is really successful but we need to take the time to find out what we need to put in place to make this work. This is the reason for the degree of hesitancy Governors see.

**Governor Comment:** I understand that the stakes are too high to rush into this - but I think we need to communicate this message to stakeholders. It is important that we consider the sensitivities of the Redlands staff too – they are very concerned what will happen should ASPS pull out of Federation. We also need to consider legacy planning – what will happen should we lose some staff.

**Governor Comment:** There needs to be consistent messages from both schools. I know we had an email asking for an update – has this been responded to? Yes.

The point was also made that the schools are keen that “political games” do not affect what is going on in the two schools.

It was noted that the ASPS Ofsted outcome will be of great help to the Federation process and that now the Inspection is over the focus can once again return to partnership working with Redlands.

**Governor Question:** Should we survey all stakeholders to find out how they want to be kept informed? No – we don’t think is necessary, as long as we communicate with them regularly and respond to questions we are asked.

**Governor Question:** Do you have any anxious parents asking questions? I have heard that parents are worried the EHT is not on site enough at ASPS? No – we don’t get the feeling that parents are anxious – sometimes the message “there is no update” is acceptable to allay concerns.

Governors were informed that a parents meeting was arranged at Redlands to discuss the school’s vision and only 4 parents attended. It was agreed that messages should be “light touch” at the moment giving a reassuring message and inviting questions at any time. Consideration was given to the possibility of sending out a joint newsletter from both schools highlighting the work that has been done together since school resumed in September.

**Governor Question:** You talked of compiling an FAQ page? Yes – this is being done.

The meeting suggested an update to parents each half term would be a good idea – even if there was not much to say, just to keep parents informed. Parents are seeing

	<p>that the school is functioning normally and this is also reassuring to the parent body who have not expressed concerns.</p> <p><b>Governor Comment:</b> Thank you to everyone for their hard work with this – we recognise that it is challenging. The HoS is doing a terrific job to ensure the success of this project and the Governing Board recognises this.</p> <p>Governors were informed that the HoS is managing Redlands on a day-to-day basis, with the SBM effectively co-managing and addressing budgetary issues so that the best staffing structure can be found moving forward. However, it is a case of daily “firefighting” currently, rather than being able to focus on long term strategy.</p> <p><b>Governor Question:</b> Redlands is a one-form entry school? Yes – there are some job-share roles and any absence at all causes pressures throughout the school. Managing these day-to-day is a significant task as there is no flex in the system at all. ASPS does not face the same level of daily pressure. Redlands teachers work in isolation, rather than the year groups teams we have at ASPS. There is also no budget to offer any financial incentive to teachers so there are many challenges.</p> <p>Governors expressed concerns over the wellbeing of staff facing these pressures and were assured that the EHT shared these concerns and that he was doing all he could to support the HoS and SBM – both of whom work closely with him as a team of 3 staff to support each other.</p> <p><b>Governor Question:</b> Are you getting support from RBC? Yes – there is a RIG (Rapid Improvement Group) with the Director of Education and Mo Galway – School Effectiveness Officer meeting with the Redlands SLT to discuss progress. There is also a quality assurance aspect to these meetings. They are pleased with the work done to date and have commended all that has been achieved.</p>
7	<p><b>Safe Streets – verbal update.</b></p> <p>The chair gave a verbal update to the meeting on the school streets scheme operating in Crescent Road. This has been in place since February 2021, is volunteer run and staffed and is hugely valued by parents and children. There are due to be some physical barriers installed to prevent manual handling issues for the volunteers moving the barriers. Google maps is not yet updated to reflect the closure. However, the environment is vastly improved and the children feel safer. This is a community effort and is very successful but sustainability is always an issue – the scheme needs continued LA support. It is a heavy commitment from the volunteers and more support from the UTC and Maiden Erlegh school would be appreciated. The police nor the LA attend any more. It is driven by Carol Richards, a local resident, who does a fantastic job, including lots of litter picking, for which she should be thanked.</p> <p><b>Governor Comment:</b> I use the road when it is closed to traffic and it is a great improvement. There are occasionally problems with people’s behaviour.</p>

	<p>The meeting was informed that the LA regards this as an exemplar project.</p> <p>The meeting went to discuss the pupil's enthusiasm for the environment and litter picking in school which is very popular. More litter picker tools are needed. It was suggested that the school litter pickers could maybe expand into local streets and Palmer Park. The pupils sometimes litter pick on the playing field. It was noted that this reflects the Sutton Six values and that badges could be given to the children.</p> <p>The meeting was informed that some children found £10 and were undecided what to do with this – it was suggested that some flowers could be bought to thank Carol Richards for her volunteer work.</p>
<b>8</b>	<p><b>Discussion of Governor Impact Statement.</b></p> <p>The chair mentioned that it would be worthwhile to write an annual impact statement about the work of this committee to provide an evidence trail. This would explain how the committee had met its aims and objectives. There are some template impact statements that can be considered.</p> <p><b>ACTION:</b> Share template impact statement with other committee chairs and draft a CEC impact statement and share it with this committee.</p>
<b>9</b>	<p><b>School's Vision post Ofsted.</b></p> <p>The question was asked "has the school's vision changed post-Ofsted?" and "Should we re-visit the vision in the light of Federation plans with Redlands?"</p> <p>The meeting was informed that inclusivity, instilling the values of the Sutton Six and the schools team working ethos are key messages to communicate in any new vision. It was noted that Ofsted used the word "vibrancy" about the school which is very pleasing. The school plans to have banners made with quotes from the Ofsted report for use around the school – especially for Open Mornings.</p> <p><b>DECISION:</b> it was decided that the school vision needed no changes for now, but would be looked at again in the light of Federation plans in due course.</p>
<b>10</b>	<p><b>Policy for approval.</b></p> <p>There was one policy for approval, which had been circulated in advance of the meeting.</p> <p><u>Restrictive physical intervention policy.</u></p> <p><b>Governor Question:</b> How many staff are trained in this? All teachers, LSA's and HLTA's bar one or two new starters – around 95% of the workforce. It is not recommended that KS1 children are physically restrained and it is only used as a last resort. All uses of physical restraint are recorded on a "near miss" form.</p> <p><b>DECISION:</b> Policy approved.</p>
<b>11</b>	<p><b>Wellbeing.</b></p> <p>The link governor for Wellbeing was at the meeting and she reported that she had been sent some information about the role and had met with the EHT and the AHT responsible for wellbeing. She would be reporting to the PEC meeting in December. It was noted that the staff wellbeing committee has been disbanded.</p>
<b>12</b>	<p><b>Equality.</b></p>

	The link governor for Equality was due to meet senior leaders before the Christmas break to discuss equality strategies.
<b>13</b>	<b>Governor Training Update.</b> The Chair reported that he was trying to locate suitable training for governors on sitting on governor panels as there had been an increase in the number of these over recent months. BFfC had nothing available and so other sources were being considered. The possibility of having each link role have a set of training standards attached was mentioned as a possible future project. Governors were reminded that there is a huge amount of information in the BFfC GovernorHub site and also in the Knowledge system accessible via the GovernorHub washing line. It was recognised that governors time is limited however.
<b>14</b>	<b>Issues for Parents/FGB/Confidentiality.</b> There were no issues for the FGB nor confidential issues. Parents would be sent an update on the Federation process shortly.
<b>15</b>	<b>Any Other Business.</b> There were no items of AOB raised.
<b>16</b>	<b>Date of next meeting: Wednesday 6<sup>th</sup> March 2024</b>

Meeting closed: 8.25pm

### **Actions:**

<b>Action:</b>	<b>Owner:</b>
Chair to sign minutes from 22/6/22 in GovHub asap	DD
Make changes to the CEC and PEC TORs for re-approval and to ensure that these changes are reflected in the Decision Planner.	Clerk
Share template impact statement with other committee chairs and draft a CEC impact statement and share it with this committee.	DD

### **Attendance at CEC meetings 2023/24 (1 meeting to date)**

Dave Dymond	1 of 1 meeting
Robert Howell	1 of 1 meeting
Adedayo Benson	1 of 1 meeting
Yota Dimitriadi	0 of 1 meeting
Kate Gordon	1 of 1 meeting
Andrew Burrell	1 of 1 meeting
Hajar Alami	1 of 1 meeting