

Minutes of Full Governing Board Meeting (Part 1)
Tuesday 6th January 2026, 4-6pm
@ ASPS Community Room

Present: Adedayo Benson, Andrew Burrell, Dave Dymond (Chair), Katherine Fowler, Aaron Hatherley, Francis Jakeman, Laura Kerr (ASPS HT), Christian Lim (Redlands HT), Andrew Linnell, Chris Robinson, Bethany Wright.

Apologies: Kris Jones

In attendance: Alice de Croos (Head of Operations), Victoria Maskell (Deputy Head), Liz Newton (Redlands Business Manager), Richard Watson (Deputy Head)

Clerk: Rowena Perry

	Section one – Procedural
1	Welcome & Apologies Those present introduced themselves. Apologies were accepted from Kris Jones. David Colwill was not in attendance and had not sent apologies.
2	Declaration of interest: none specific to this meeting
3	Minutes of Full Governing Board meeting of 30 th September 2025 Decision: Part 1 and 2 minutes were agreed.
4	Matters arising and actions: Parking has been secured at St Luke’s Church in Erleigh Road to enable sub-committee meetings to take place at Redlands School. Francis Jakeman will check prior to each meeting that spaces will be available. Action: CoG to check/chase regarding HTPM training.
5	Elect new governor: Andrew Linnell was nominated by Laura Kerr and seconded by Chris Robinson. Decision: unanimously elected as a Co-opted governor.
6	Parent Governor election: Action: AdC to send out letter to parents calling for nominations by 30 th January. An election will only be necessary if more than one nomination is received.
7	Minutes from committee meetings:



	<p>There had been a question at Resources Committee regarding continuation of ARP funding. There has been no update from RBC, the potential opportunity presented has been noted. Laura Kerr and Christian Lim are on the working party. Action: CoG to send a question regarding this for Director’s Briefing on 13th January.</p> <p>Community Engagement Committee had discussed whether the governing board should have a presence in the school newsletter. It was agreed that this was a good idea. Action: CoG to write an an article.</p> <p>CoG had not found any bespoke training for governors on communications but can pull something together and ask RBC to deliver. It is a new Ofsted requirement and we need to track activity to Ofsted or other requirements. Action: CoG.</p>
	<p>Section two – School business & updates</p>
8	<p>Budget updates: no update.</p>
9	<p>Head Teachers’ reports:</p> <p>It is useful if questions are submitted 24 hours in advance so a response can be brought to the meeting.</p> <p>Governor Question: there is a formatting issue on page 5 of ASPS report. Response: this should be 4 bullet points:</p> <ul style="list-style-type: none"> • Speech, language and communication barriers in EYFS. • Persistent attainment gaps for PP pupils across phases. • Writing at Greater Depth significantly below expectations at KS2. • Attendance and persistent absence require urgent improvement. <p>We provided these points to explain the emerging needs across the two schools and where we were focussing our leadership time and attention. We arrived at these as areas of focus based on CPOMS entries, end of term data, initial standards visits and self-assessment against the new framework.</p> <p>Governor Question: ethnicity data appears to be missing? Response: the data will not download into the dashboard but it is known.</p> <p>Governor Question: persistent absence seems very high, when can we expect to see outcomes from the work being done? Response: the plan is to focus on repeat single day absences rather than children taken out of school for holidays. Need to unpick barriers and ensure school is somewhere that children want to be. Seeing an incremental improvement following work with families, trying to get involved early. It is too early to be able to provide any case studies.</p> <p>Governor question: are late arrivals a big challenge? Response: There was one</p>



family/child subject to court proceedings, since these have concluded the child has been on time. There is another family with two children who are receiving support. Will monitor trends closely.

Governor question: how is teaching in mixed ability classes at ASPS progressing?
Response: slowly but surely, some assumptions were made early on, now working on task design and adaptation.

Governor question: the year is missing on page 7. Response: it is 2025.

Governor question: is there a breakdown of the 14 referrals to children's services?
Response: these were either due to persistent neglect or reports of physical chastisement.

Governor question: who is the external alternative provider? Response: Trust Tutors, will add to commentary.

Governor question: what are the low level concerns? Response: these are playground incidents due to challenging behaviour from children who missed out on socialisation during Covid lockdowns. A playground audit has taken place and there is a plan to be rolled out for better provision over lunchtimes plus resources and training. **Action:** Laura Kerr to share on GovHub.

It was noted that the Whistleblowing policy had been triggered.

It was noted that the Pupil Premium Governor role will need to be reallocated.

Governor question: how is subject leadership development progressing?
Response: this work is in progress, the next half term is due to be mapped out at a meeting next week. Are trying to reduce dependency on individuals. The experience of the subject leads is very varied, need to unpick what support is needed. Subjects are generally allocated according to expertise.

Governor question: can you confirm that there isn't a school council at ASPS?
Response: there isn't, it takes a lot of co-ordination and effort to organise. The Redlands matters model does however work and is very effective.

Governor question: what is happening about the children from families with no recourse to public funds, it seems wrong that they should suffer? Response: working to understand who these families/children are. We offer food bank vouchers and clothing donations. Looking at how the curriculum supports those children. The numbers of Pupil Premium children in years 5 and 6 is always higher as all children receive free meal until year 2, request that forms are completed when children start and updated annually.

Governor question: what are the trends with safeguarding incidents? Are there any standout categories? Response: there have been a number of serious incidents at Redlands since December, there is one child on a Child Protection Plan. Family



Alfred Sutton
Primary School



Diversity, Inclusivity, Aspiration



Redlands
Primary School

	<p>Support Worker/DSL has been off which has impacted on the workloads of other staff. Staff at Redlands are very diligent at logging reports on CEPOMS, numbers remain stable.</p> <p>Governor question: reading for pleasure seems to be a focus at Redlands? Response: yes, money has been invested in books plus various events organised such as book fair, poetry competition etc.</p> <p>Governor question: Redlands also has issues with late arrivals? Response: yes, there are persistent late arrivals, working to address issues.</p> <p>Governor question: what is being done about low-level playground issues? Response: lunchtime controllers have attended training and are being more proactive which has led to a reduction in low level incidents. One quick win was the removal of the football, as suggested during Ofsted inspection. Other play equipment has been purchased.</p> <p>Governor question: has there been any further engagement with the University? Response: the company doing roof work at ASPS are also working at ECMWF and are running a competition where the winners will have their work on the hoardings. Also links with Geography dept and STEM days are arranged for summer term.</p> <p>Governor question: are there any subjects at ASPS which are facing delivery issues? Response: issues are continuity and confidence. Subject lead for Spanish is a Teaching Assistant which is a lot of responsibility for non-teaching member of staff. Victoria Maskell is currently leading on computing. Music is led by someone with a music degree, would like someone else to take this on but there isn't anyone at present. Some subjects have new person leading or no overall lead, there are concerns about long term plans for some subjects.</p> <p>Governor question: are any subject areas under pressure from external bodies? Response: no, although there are concerns about music which has to be audited. Ofsted no long looking at subjects in detail rather looking at assessment and learning experience across all subjects under new framework.</p> <p>Governor question: the report references concerns regarding workload, have these been addressed? Response: yes, Laura Kerr spoke to HR and sought union advice. Support has been put in place regarding health issues and behaviour issues to support people to do what they need to do. The Christmas term is always tough and staff have returned feeling more positive. The situation will be monitored.</p>
10	<p>Head Teacher Performance Management including dates for interim reviews: These took place as planned on 2nd December.</p> <p>Governor question: do we need to discuss leadership statements? Response: covered under item 13.</p>



	<p>Governor question: is there any other support we can offer? Response: the strategic plan and Governors Day on 20th will help. Longer term governors need to meet with subject leads. It was noted that leadership statements need to be dated and include explanation of colour coding. Action: Christian Lim to discuss with document author.</p>
	<p>Section three – Policies requiring statutory (re)approval</p>
11	<p>a) Accessibility Plan: it was noted that this includes some action points for governors including on-going learning. Action: Laura Kerr to put training package on GovHub.</p> <p>Governor question: how can SENCO contribution be evidenced? Response: this reflects the inclusion policy for both schools and an impact statement will be produced at the end of the year. Decision: approved.</p> <p>b) Cyber Security Policy. Action: AdC to update policy owner. Decision: approved with update.</p> <p>c) Governors Allowances. Action: AdC to update policy owner. Decision: approved with update.</p> <p>d) Governor Code of Conduct. Action: AdC to update policy owner. Decision: approved with update.</p> <p>e) Governor Visits Policy. Action: AdC to update policy owner. Decision: approved with update. The process for visits is really clear, reports should be sent to the Clerk or put on GovHub.</p> <p>f) Staff Code of Conduct. This is based on terms of service and has not changed. Decision: approved</p> <p>g) Virtual Meeting Policy. The intention of this is to give fair access to meetings. Decision: approved</p> <p>h) Policy for Managing Serial and Unreasonable Complaints. This has been updated and is based on DfE model policy. Decision: approved</p>
	<p>Section four – Organisation of the Governing Board</p>
12	<p>Pay Committee Terms of Reference: Decision: approved</p>
13	<p>Governors' Strategy Document:</p> <p>This is on GovHub, success criteria can be updated as we go along, it will need an annual review which can be done on a Governor's Day. Once completed it will go on the website.</p>



14	<p>Governing Board CPD updates:</p> <p>The RBC training brochure can be found with meeting papers. Five people can attend the Director's Briefing, it is ok to dip in and out for agenda items that interest you. Places on training should be booked via Alice de Croos.</p> <p>Governors should add training done to their training records on GovHub as Ofsted will be able to see this.</p>
	<p>Section five – Other business</p>
15	<p>Clerks Update:</p> <p>The Clerk checked that everyone was now using their Federation email address, those present confirmed all now working fine.</p> <p>It is National School Governors' Awareness Day on 12th February, an email was sent earlier today regarding free training on offer on this day.</p> <p>There are various deadlines towards the end of term and before the next FGB to be aware of:</p> <p>30 March: Deadline to publish gender pay gap information if applicable – not applicable as we do not meet employee numbers threshold.</p> <p>31 March: Deadline for submission of Schools Financial Value Standard (SFVS)</p> <p>6 April: Deadline for updating information on how your school is complying with the Public Sector Equality Duty (PSED) (in most cases – schools first had to publish this by 6 April 2012 and it has to be updated at least annually, with equality objectives needing to be published at least once every 4 years)</p>
16	<p>Any other business:</p> <p>Governor's Day on 20th, after some discussion revised start time of 9am was agreed to enable all governors to attend both schools. Action: Clerk to circulate agenda and lunch menu. It was noted that in future more notice needs to be given when times are to be changed.</p>
17	<p>Issues for parents/confidentiality: see part 2 minutes</p>
18	<p>Date of Next Meeting:</p> <p>Governors Day: 20th January 2026 9:00 -14:00</p> <p>Resources Co-ordination: 03-Feb-26 16:00-18:00</p> <p>Community Engagement: 03-Mar-26 <u>16:30</u>-18:00</p> <p>Performance Improvement: 10-Mar-26 16:00-18:00</p>



Alfred Sutton
Primary School

EAST READING

FEDERATION

Diversity, Inclusivity, Aspiration



Redlands
Primary School

	Pay Committee: 17-Mar-26 14:00-15:00
--	--------------------------------------

Meeting closed at 17:55

For action log see next page

Meeting date	Agenda item	Action:	Responsibility:	Timescale :
16-Sep-25	5	update skills on GovHub	All governors	ASAP
16-Sep-25	9	Update register of interests on GovHub	All governors	ASAP
16-Sep-25	10	read at least Part 1 of KCSIE and complete Disqualification Declaration on GovHub	All governors	ASAP
16-Sep-25	11	Agree to Governor code of conduct on Gov Hub	All governors	ASAP
30-Sep-25	9	check governor names on Safeguarding Policy and put on website	AdC	ASAP
30-Sep-25	9	update decision planner	CoG	ASAP
30-Sep-25	10	finalise committee Terms of Reference	CoG	17-Oct-25
30-Sep-25	10	review and accept Terms of Reference	Comm chairs	12-Dec-25
30-Sep-25	10	add completed training to GovHub	All governors	31-Dec-25
06-Jan-26	4	check/chase regarding HTPM training	CoG	ASAP
06-Jan-26	6	send out letter calling for nominations for parent governor vacancy	Alice de Croos	12-Jan-26
06-Jan-26	7	send a question regarding ARP funding for Director's Briefing on 13th January.	CoG	ASAP
06-Jan-26	7	write article for school newsletters on governors	CoG	ASAP
06-Jan-26	7	research what is available and ask RBC to deliver communications training for Governors	CoG	ASAP
06-Jan-26	9	share ASPs playground audit and plan on GovHub	Laura Kerr	ASAP
06-Jan-26	10	discuss formatting of Redlands leadership statement with author	Christian Lim	ASAP
06-Jan-26	11	share accessibility training package on GovHub	Laura Kerr	ASAP
06-Jan-26	11	update policy owner name where needed	Alice de Croos	ASAP
06-Jan-26	16	circulate agenda and lunch menu for Governor Day on 20th Jan	Clerk	ASAP