



Minutes of the Meeting of the Full Governing Body of
Loddon Primary School on Wednesday 30 November 2016

Present:

Suzanne Ambaum, John Brady, Richard Frazier, Eleanor Gunbie, Rob Henderson (Chair), Faisal Hussain, Donald MacDonald, Sarah Phillips (Headteacher), Kevin Wooldridge

Sue Lunn (clerk)

Welcome to the new Parent Governor, Faisal Hussain.

17/16 **Apologies for Absence**

Apologies were accepted from Lucy Andrews, Jenny Hall

18/16 **Declarations of interest in Agenda Items**

There were no declarations.

19/16 **Minutes of the Previous Meeting**

The minutes were agreed and signed a true record.

20/16 **Matters Arising**

With regard to the Working Group to look at Academy Status, no interest had been expressed to date.

Richard Frazier, John Brady and Sarah Phillips offered to join the Chair of Governors to form the working party and this was agreed.

21/16 **Committee Updates**

Personnel

The Chair reported that despite hopes for a more settled period, there were to be several staffing changes. The recruitment situation is not improving and it is increasingly difficult to attract or retain newly qualified teachers to an area with such a high cost of living.

Finance

The financial reports presented to the committee have indicated that the budget lines were satisfactory at present but there will be additional strains on the budget in the near future.

The teaching staff is relatively inexperienced and as they progress the budget for

salaries will need to rise.

In addition there are contracts such as cleaning which are due for renewal and will result in increased costs. Governors were looking for good value as the current contract although cheaper was not providing a good service and time spent resolving issues diverted staff from their other responsibilities.

The governors may struggle to set a balanced budget in two years.

A governor asked about the possibility of a deficit budget and what action was taken if this occurred.

The Headteacher advised that the Governors are required to submit a balanced budget. Historically the Local Authority had assisted both with financial solutions and also advice. However many schools may be in difficulty in the near future and the Local Authority do not have the funds to assist all schools.

Curriculum

The focus of the meeting had been the school's performance data and results.

A top view of the data had been presented to the committee and the Chair of the Committee will meet with the Headteacher for an in depth review and report further.

Both Early Years and Key Stage 1 had good outcomes whereas there were more challenges for Key Stage 2. The Teaching Staff has identified some areas for emphasis and good plans are in place. The change in emphasis to individual progress rather than overall attainment had had an impact on the results.

The number of pupils with English as an Additional Language has risen and is an additional challenge.

Environment

Since the meeting the consultation meeting regarding the expansion to the school had taken place. It was not felt that this was very well attended although the Local Authority indicated that turnouts were generally low.

With regard to the Travel Plan, it was considered at the time of the meeting that the target percentage for the survey was 85% but on subsequent checking it was established that the required level of completion was in fact 80%. This will mean that the school is eligible to access funding.

The Headteacher had since spoken with the Community Police Officers who were arranging a rota in order that three officers could be present on as many days as possible, positioned at strategic points. It was agreed that this was very helpful.

In respect of the emergency plan, a governor asked why nearer locations were not to be used in the event of an evacuation situation. The Headteacher advised that it was considered preferable to use one location in an emergency rather than divide pupils.

22/16

Headteacher's Report

The Headteacher had submitted her written report as attached.

The School's Self Evaluation had been completed and this showed that the school assessed itself as 'good' overall.

The governors asked for clarification on the following points:

Question: There is a reference to a crisis in recruitment – is that for this school or generally and is it recognised?

The Headteacher felt personally that there was a general crisis. It has been known that there is a problem in pockets of the country but it is now acknowledged that these pockets are wider than first thought.

Question: Now that the School has achieved the Values Mark, are there different levels of this achievement?

The Headteacher confirmed that there are differing levels and the school could aim for a further award in the future. In any event, the school will be re-assessed after three years.

Question: With regard to the Performance Data, does the data for Year 6 relate to the cohort that has left the school?

It was confirmed that this was the case.

Question: With regard to the number of pupils on roll, it is noted that the number in some year groups e.g. Year 1 are below the capacity of 90. Is this an issue?

The Headteacher reported that new pupils are being taken into Year 1 almost on a weekly basis and that the numbers are therefore rising steadily and are expected to reach 90. From a financial aspect, the school could carry a small shortfall in one year group but not in several. If numbers fall in subsequent years to below capacity in Foundation Stage, then this is a matter of concern.

Governors asked what the prediction of the Local Authority was when making the decision to expand the school. The predicted figure was 90 but this was only an estimate.

The Headteacher was thanked for her comprehensive report.

23/16 **Governor Day**

The date of Wednesday 22 March was suggested for the next Governor Day as this was a day when there was a meeting of the governing body. However several governors were not available on that date.

It was agreed to look for other possible dates.

Action **The Headteacher will provide alternatives to the Chair of Governors. These will be circulated by email and the Chair will collate the responses.**

24/16 **Governor Training**

The Development Governor had recently attended the forum held by the Local Authority where the following points had been discussed:

- As a result of the change in funding for schools and subsequently Local Authorities, Wokingham would not be offering any Traded Services after March 2018. This will have an impact on the Governor Services and also the training offered.
- The usual courses that are arranged throughout the year would therefore be for the next year only.
- Some training had been cancelled due to a low take up and the Local Authority acknowledged that they did not have sufficient facilitators.
- The Local Authority is looking at setting up an Education Trust for the

delivery of services. These would be at a charge and would be available to schools and other organisations not within the district. This Trust will not be a Multi Academy Trust initially but could become so if there was a need. Schools will be included in the set up process.

A report of the training undertaken by Governors had been made available at the meeting. It showed that Governors of this school had made good use of the conferences and the briefings but there was low take up for other areas of training. The report only indicated the numbers of participants rather than naming individual attendance and it was agreed that more detail would be beneficial.

Governors felt that apart from a few exceptions e.g. the Governor Induction Training and the course 'Moving to Outstanding', the training offered was not always what was required and was of a low standard.

Governors discussed the feedback that should be given after their attendance on a course. It was agreed that the feedback on the quality should go directly to the Development Governor whilst feedback on the content and information from the course should be given to the relevant committee. Any feedback is therefore to be added to the agendas of committees.

Governors asked if there could be an increased use of the online training system, GEL, and the instructions for registering will be re-issued.

- Action Development Governor to ask the Local Authority for a detailed report on attendance
- Action Development Governor to email the instructions for joining GLE
- Action The Headteacher to ask the School Business Manager if the school received details of governor training.

25/16 **Policies for Review**

The Statement of British Values was reviewed and no amendments were considered necessary.
The policy will be reviewed by the Curriculum Committee every two years.

26/16 **AOB**

There was no further business.

27/16 **Date and Time of the next Meeting**

The next meeting of the Governing Body will be on Wednesday 8 February 2017 at 6pm.

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Signed by the Chair of Governors

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Date