

# Minutes of Red Oaks Primary School Full Governing Body

Tuesday 21<sup>st</sup> January 2014

**Present:** Rachel Surch (Head), Eileen Parker (Chair), Jackie Peterson (Clerk), Rob McBeath, Claire Purnell, Jude Scutt, Khyati Bailey, Sarah Newman, Neil Richards, Debbie Edwards, Paul Humphrey, Ben Maxfield, Helen Boddy, Kath Abercrombie and Karen Griffiths

## 1. Kevin Gray - Chair of Governors to Isambard - Free School

Kevin had asked whether he could come to a Governors meeting to discuss the possibility of setting up a free school.

He informed the Governors of the possibility of lack of secondary school spaces within the area in 2016 which would mean the current secondary schools either being oversubscribed or children having to go out of the area to school, which could cost the parents money for buses.

His proposal is to set up a free school to accommodate this in 2016. Karen asked why a free school. He explained that if this did not go ahead the LA would probably not look at the possibility of another secondary school until 2018 and the oversubscription in 2016 would mean children would have to go to other schools out of the area.

Kevin asked the Governors to make parents aware, particularly children from Year 4 and below of the lack of secondary school places in 2016. The next official meeting is taking place in May; Kevin said he would keep the Governors informed of the next steps.

## 2. Hearing Support Team Update (HST) - Roger Thurlbeck

Roger attended the Governors meeting to update them on the Hearing Support Team's Service Evaluation 2012/13. He informed the Governors of the results and achievements which had been achieved and also discussed the actions for this coming year.

Sarah asked why one of the biggest problems was children achieving their GCSE's. Roger said that the children find the pace of the lessons hard to cope with, but also they do not want to wear their hearing aid equipment either.

Paul asked why the children with less hearing loss didn't perform as well as the children with severe hearing loss. Roger said they visited children with severe hearing loss more often, but only visited children with less hearing loss 2/3 times a year. He said this year they will be visiting them more often.

Roger asked at the end of his presentation whether the Hearing Support Team could have a Link Governor. Eileen said it would be discussed later in the meeting. **Action: Eileen**

Jackie asked Roger to send a copy of the slides to her so she could send them to the Governors. **Action: Roger/Jackie**

### **3. Apologies and Declaration of Pecuniary Interest in any Agenda Item**

Eileen welcomed Kath Munby, new Parent Governor, to the meeting. All Governors briefly introduced themselves.

There were no declarations of interest in any agenda item.

Jackie had received apologies from Alison Paul, Neil Scott and Maria Verrier.

Jackie had not received apologies from Emma Barratt. Sarah was able to explain why Emma was not at the meeting

All apologies received were accepted at the Meeting.

### **4. Minutes of Full Governing Body – Tuesday 19<sup>th</sup> November 2013**

The minutes were accepted as an accurate record and signed at the meeting.

### **5. Any Matters Arising from Meeting**

Rob hadn't contacted Jude regarding the school structure and how it works, but will do so. Jude will put something together regarding the school structure for the March meeting. **Action: Rob/Jude**

Eileen hadn't spoken to Neil Scott regarding presenting at a Governor meeting re SEN Development, but will do so.

Rachel had met with Ben regarding the school using Twitter. He also met with Claire Owens to discuss it as she is the Safeguarding person within the school. Claire asked Ben to inform the Governors that she thought it was a positive way forward for the school. He explained it would be put onto the main page of the website, a policy would also be written about its use and passwords of who could access it etc. would need careful consideration. Rachel said the school could trial it with a small group of parents, but Ben said it would probably not show how effective it was. He said if a letter was sent out with set expectations and to do on a three month trial. If any abusive messages were put onto Twitter then the person could easily be blocked.

Ben said it would be a really positive thing for the school to use. He said a school he has visited take photos of children whilst working, playing sport etc. and then put it on Twitter for parents to see what their children have been doing during the school day. Rachel said she would need to think about it more before taking it forward.

Eileen said to the Governors she would formally like to say the official Ofsted result was Good. At our last meeting the report had not been finalised. She also said that the Governors had a good report in it too.

### **6. Governor Roles and Responsibilities – Eileen**

Due to the time at the meeting, Eileen agreed that this would be taken forward to the March meeting.

## 7. Raiseonline and Term 2 Data Update - Rachel

Before the meeting Rachel had sent out a *Governors Summary of Raiseonline Analysis*, *Governor Raiseonline* information and the *NGA Knowing Your School* document.

She asked the *Governors* if they had any initial questions regarding the information and at that point they didn't. Rachel then said she would give them a brief overview of it. She said *KS1* results were not so good last year but *KS2* results were.

Rachel explained the ability of children coming into Nursery is lower and lower each year, so it is hard to narrow the gap. Also, last year's Year 2, two thirds of them were boys and boys are nationally lower at that age. The current *KS1* isn't in line with national averages as they started so low. Sarah asked if any interventions had been put in place. Rachel explained there had been and she would explain in more detail when she goes through the Term 2 data.

*KS2* results were looking good in all groups with the exception of the boys and girls gap. *SLT* have had a brainstorm meeting and are creating an action plan to address it.

Kath asked if the children coming in were still under national averages when they move from Nursery to Reception. Rachel confirmed they were still below in Literacy at the end of Reception. Kath asked if it was a Swindon or Red Oaks issue. Rachel said she had spoken to other schools and found they are having the same issues where some children are coming into Nursery and can't speak. She confirmed there is a big focus on Speaking and Listening. Rob asked whether this was the sole reason, Rachel confirmed the school had had a 10% increase in *EAL* children as well. Some children start Nursery not being able to speak any English or very little. Khyati asked if it was worth the school completing a survey of where children had come from and whether they had been to playgroups, other Nurseries, Childminders or had just been at home. Rachel could confirm this had been done and very few children hadn't been to any different settings.

Kath asked how often the children were being assessed; Rachel confirmed the school complete assessments 5 or 6 times a year and also informed the *Governors* the process of her progress meetings. Kath asked if the information is then given to the parents, Rachel confirmed it was at parents evening twice a year and then at the end of the year when parents can come in and discuss end of your reports. Claire asked if it was worth running more parents evenings. Rachel said parent workshops are run but the school do not always get the uptake. Ben said parents who you specifically would like to come to parents evening or parents workshops are the ones who do not come.

Rob asked Rachel if more staff were needed in Nursery and Reception to help with this issue, Rachel confirmed the Foundation stage had excellent feedback from *Ofsted* and they did not need any more staff. Helen said if the parents themselves have an issue with communicating and then that is possibly where it stems from. Paul said some parents are just not interested. Kath said that sometimes it is a confidence issue. For example, she knows some parents came away from the Phonics workshop not very confident about when they help their children. A discussion took place about which teachers and teaching assistants were in which class and what they looked like. Paul suggested having a photo board of all members of staff so parents knew who they were talking to or who they needed to talk to to make them feel at ease. It was also suggested putting the names on the website. Rachel said she would look into it. **Action: Rachel**

Rachel then handed out the Term 2 data and explained to the Governors that children were expected to make 1 APS progress and these assessments were completed at the end of November. She explained the writing results were very similar to last years for percentage making more than expected in every year group. Everything is looking very healthy and Year 3 has made a good comeback from the Year 2 results.

Reading is looking really good as well. Rachel informed the Governors the school has always done very well in Reading and it is always the highest one. One of the reasons being all children complete Guided Reading every day.

One area which is currently below is Year 6's progress in Maths, but when you look at the KS2 predictions they are currently on track. Another area is Year 2, percentage making expected progress since EOKS. Currently 8 of the lowest children in Year 2 have interventions in place.

KS1 predictions in Reading and Writing are slightly under, but with Pie Corbett in place Rachel is not concerned as she can already see a difference. There is no concern with maths. Currently Level 3's are not meeting their targets, so an intervention group has been set up for maths, they are going out with Jude, Rachel is not worried about writing and with regards to reading they are being given extended papers to work on.

KS2 predictions in Reading and Maths are above national average, they are slightly under in writing, but Rachel is confident they will make the national average.

Eileen asked if floor targets were being looked at, Rachel confirmed she was monitoring them.

Rachel explained her chart on Pupil Premium and that there was more green than red. She also informed the Governors that Ofsted had said if 13 out of the 18 groups were with narrowing the gap, this would come out as a good.

## **8. Pupil Survey Results - Rachel**

Rachel handed the pupil survey results from November 2013 out to all Governors. She explained that most of the results were either in the 80%'s, 90%'s or 100%. She was only looking at any percentages below 80%. One area she will be looking at in more detail was Year 5 and the statement 'behaviour is good in lessons'. This came out as 77%. She will be asking them what they mean by this as they could have perceived the statement to be something different.

In Year 3 and 5, the statement 'I know how well I am doing at school' was also below 80%, so again she will be asking the children what they thought the statement meant when they answered the question.

Paul asked if the children are briefed before they answer the survey. Rachel said yes but next time she might have one person who administers it so each class has the same briefing each time. She is also going to look at boys and girls results each time too.

## 9. Head Teacher's Report

Rachel informed the Governors that there is currently only one space in year 3.

She also informed them that a TA had been appointed to work 1:1 with a child who needs behaviour support. The current TA in nursery, who is completing BSL Level 3, will become a trainee CSW as two deaf children will be joining Nursery, one in the morning and one in the afternoon. Rachel is interviewing tomorrow and Thursday.

Rachel has made enquiries about the pond at the bottom of the school field, but it cannot be filled as it is an attenuation pond. She has today had a meeting with Carillion and they have said if we want to build a pond at the opposite end it would involve Surveyors because of possible pipes etc. The other option would be to have a high pond. Rachel is meeting the Gardening Club and will be discussing this with them. Claire asked why Rachel wanted another pond, she said it was because of the new Science Curriculum and also so the children can get out and look in it and all the plants, you cannot currently do this with the other pond.

As the curriculum is changing in September 2014, Rachel and Jude have been looking at the International Primary Curriculum (IPC) as it is already built. The teachers do not have to use it step by step, but can use it for ideas. They have been to see some schools that are using it and also talked with the rep and are convinced this is the way forward. For Year 1 to Year 6 it will be a cost of £10,800 plus £1,000 per annum. It provides lots of resources online and you can also talk with other schools. Kath said anything to help the teachers concentrate on raising standards then it's a good investment. Rob had looked it up online and said it looked good. Neil asked whether it would need to be loaded onto the servers; Jude confirmed it was internet based so no. All Governors agreed to go ahead and buy it. Rachel also informed the Governors that teachers were using the Abacus scheme which they are really impressed with.

With regards to assessment and tracking the current levels are being taken away and schools can put in place what they want to use to level their children. Rachel informed the Governors she had joined a Head Teacher Working Party to investigate a way forward so all schools can use the same. She also informed them that both she and Jackie had looked at two different tracking systems. The second one, School Pupil Tracker, looked very good although SIMS is doing the same but just isn't as visual. If it was decided to purchase a new system this would not be done until September 2014 to enable this year's data to have continuity and also because it is not sure how children will be assessed next year.

There is going to be another Parents and Family learning event, currently being arranged and the next parent workshop and open morning is 27<sup>th</sup> February.

There was a fire drill on 10<sup>th</sup> January at 1.30pm. Everyone exited the building in 2½ minutes and all registers and bodies were accounted for in four minutes.

Rachel has looked into why there are not any water sprinklers in the Year 6 building and has found out they would cost more than the cost of the building. She has spoken with Richard Kemp, Health and Safety at the borough, and the SPO and has come to an agreement that if the fire alarm goes off and isn't a fire drill, they will meet by the school entrance to see where the fire is and if it isn't in the Year 6 building then someone can re-enter to check it is all clear. Sarah asked as the building is a PFI, is it not in the contract that they have to supply sprinklers as part of the contractual requirement? Rachel said she would ask. **Action: Rachel**

Rachel has been liaising with France to try and arrange a date where their children can come over and stay with our families. A date is being discussed at the moment.

She is also looking into a potential link with a school in Zimbabwe. It's in its very early stages but there is potential for a small group of teachers to visit in the Spring. Ben asked if it was safe for them to visit Zimbabwe and how liable the school would be if anything happened to the teachers. Rachel said she had spoken to the British Council and they had said it was ok. They would also be covered by the SBC insurance.

Since the last meeting there have been three separate one day exclusions, for three different boys.

## 10. Finance Update

Karen handed out the budget report to all Governors. She informed them that it is currently looking pretty healthy. She explained that the TA's budget is looking healthy as they have not appointed everyone needed. There is also £44k in contingency. Sarah asked if this is ear marked for anything, Karen said she would be looking at the budget in more detail and to also see if there is anything that needs replacing or updating. Claire asked where the trip budget comes out of; Karen confirmed it is either Curriculum or BSM.

Karen informed the Governors that both she and Jill had attended a Parentpay meeting in the morning and they had both come away knowing that the school is using the system to its full potential. Karen said Jill was doing an excellent job. Both Sarah and Khyati said it was really good and working well. Neil asked about school meals and if you only have it once a week. Karen explained it was set at £10.75 as the school are charged each time a payment is made. The remainder stays on the account until used. He also asked how we knew when a child was going to have a meal. Karen said you can book it online.

## 11. Link Governor Visits - March

Due to the time at the meeting, Eileen agreed that this would be taken forward to the March meeting.

## 12. Correspondence

Eileen had received a letter from a parent regarding being charged for holidays. The parent had written an explanation as to why they were going away and felt it was exceptional circumstances and they should not be charged. Rachel read the letter out to the Governors and after a discussion it was decided by all Governors that the school is to follow the guidelines set out and not to allow it as exceptional circumstances. Eileen will write a letter back to the parent. **Action: Eileen**

## 12. Any Other Business

None

The meeting closed at 8.40 pm.

| Date of Meetings 2013/14   |
|--|
| <b>Full Governor Meetings:</b>   |
| Staff Governor Conference:<br>26 <sup>th</sup> February 2014 (all to attend) |
| 18 <sup>th</sup> March 2014  |
| 29 <sup>th</sup> April 2014  |
| 20 <sup>th</sup> May 2014  |
| 17 <sup>th</sup> June 2014   |

| Action   | By Whom |
|--|---------|
| • To discuss a Link Governor for Hearing Support   | Eileen  |
| • Send Jackie a copy of the HST slides   | Roger   |
| • Send all Governors a copy of the HST slides  | Jackie  |
| • Come in and speak to Jude regarding the school structure and how it works                          | Rob     |
| • Put something together regarding the school structure for the March meeting                        | Jude    |
| • To speak to Neil Scott regarding presenting to a Governor meeting re SEN Development               | Eileen  |
| • Look at the possibility of a photo board of all staff and putting names of staff onto the website  | Rachel  |
| • To ask if putting water sprinklers in the Year 6 build is part of the PFI contractual requirements | Rachel  |
| • Write to parent regarding holiday form   | Eileen  |