

Minutes of Red Oaks Primary School Full Governing Body

Tuesday 18th March 2014

Present: Rachel Surch (Head), Eileen Parker (Chair), Jackie Peterson (Clerk), Rob McBeath, Claire Purnell, Jude Scutt, Sarah Newman, Neil Richards, Paul Humphrey, Helen Boddy, Kath Abercrombie, Karen Griffiths, Neil Scott and Maria Verrier

1. Curriculum Team Updates

All of the Curriculum Team Leaders attended the first part of the meeting to present updates to the Governors.

First to present was Kathy Clarke, SENCO. She is the leader of the Well Being Team. Kathy explained to the Governors that there is going to be a significant change to Special Educational Needs (SEN). She explained the current SEN codes are School Action, School Action+ and then Statement. The new codes from September will be SEN Support, this replaces School Action and School Action+ and Education, Health Care Plan will replace Statement. Kathy said that there will be a three year transition period and further information and details are still to come.

The team are currently working on preparing the Local Offer and Kathy is meeting with Neil Scott and key staff to update them. Training had been planned for this term, but as the code has not been released yet this has been put back.

Swindon's Local Offer will be published information about what services and support children with Special Educational Needs can access in Swindon and the surrounding areas. It will be a Core Directory of services containing like for like information. Within this, users will be able to access school websites etc. linking them to their Local Offer and information.

Red Oaks will have four Local Offers, the Hearing Support Team, Learning Difficulty and Disability, Sign Bilingual Provision and Mainstream SEN. It will provide generic information and it also needs to answer questions which will link to the Swindon Local Offer website. Kathy said they have been advised not to oversell the services and ensure the Local Offers are reviewed regularly to reflect the profile of need within the school and ensure this is also stated on the website.

Kathy is currently supporting four new SENCO's in Swindon to enable them to know how it will affect them.

Kathy informed the Governors that Wiltshire was piloting the pathfinder scheme and advising Swindon on the outcomes. Swindon will then need to personalise theirs because they are a different Local Authority. Rob asked what the difference was between Swindon and Wiltshire. Kathy said it was due to their size and demographics. Wiltshire is rural and Swindon is urban. Eileen asked Kathy if she would come back to another meeting when she knows more.

Kathy said she would forward her presentation to Jackie so she could forward on to all Governors.

Action: Kathy/Jackie

Helen Thomas, Literacy Co-ordinator and leader of the Communication team. Helen had produced a story map to present to the Governors. The first subject she talked about was French. She informed the Governors that 10 children from year 5 had been to visit a school in France and to stay with local families. The Governors were aware of this as this had been discussed in previous meetings. She also explained the French students were planning on visiting Red Oaks, but unfortunately there were not enough families to be able to accommodate all of the pupils. This has had to be cancelled for the time being. Helen also explained that French is taught in both KS1 and KS2 when classes have their rotation.

With regards to Geography and History, this is built in to the enquiry. For Geography the question was 'What makes the world go around?' Years 1, 2, 3 and 4 look at the journey of food, fair trade, how food had to travel to appear in our shops and also growing your own produce. Years 5 and 6 both looked at the local area and spent time looking at and using mapping skills. They also used their mapping skills when they were looking at France. For History the question is 'Is the past the key to the future?' KS1 are looking at dinosaurs, digging up old bones, they have now moved on to Kings and Queens and have had a trip to Oxford Castle. KS2 are looking at WW1. They have had a drama company called Sixth Sense in, they were very good. Their performance was about the soldiers signing up and their experiences during the war. On 1st and 2nd April, Roger Day is coming into school. He will be a war veteran and will be in character for the two days. The whole school will be involved and at the end of the second day they will have a coming together like a memorial service, ending with lots of red. Year 5 and 6 have also had a poet come in and from this the children have produced some lovely poems linked to WW1.

For Literacy, Helen informed the Governors that children had been doing Talk for Writing and referred them back to the meeting when she came in with some year 6 children to show the Governors what it involves. She said it is going really well and children are talking a lot more. There is going to be a Speaking and Listening week where teachers will then assess the children. She also explained to the Governors that for Big Writes, and to help inspire the children, the school had created an alien situation, Jonathan Jungle had come into school and there is something in the pipeline for this term too. After they have completed their Big Write, teachers choose a star writer from their class, the children then write it up and it gets displayed on the Star Writer board in reception.

For Gifted and Talented writers, they attend a club called Read All About It, run by Lucy Harris on a Monday after school. They put together articles for an electronic newspaper. They are linking with Oakhurst as they have just started doing their own newspaper. Spelling, punctuation and grammar tests are being completed fortnightly within KS2. The results are then logged and Helen looks to see if there are any areas of concern. There is a big focus on phonics and a parent workshop was run to show parents how phonics is completed and how they can help at home. The Soundcheck project, which is free for the school, is working with children in years 2 and 3 who did not pass their Phonics test. Volunteers are also coming in and helping. Helen confirmed that funding for this project has been extended for next year as well. Helen is arranging for the Teachers and TAs to observe Jane, the lady who completes Soundcheck. This will ensure continuity throughout.

Paired Reading is now being completed throughout the school every week on a Friday at 2.30pm. This is working really well and all children are enjoying it. Ben Maxfield is also coming in and reading with a group of Year 6 children.

Emily Maxfield is lead of the Creative Arts team. This includes Art, Music, Early Years, Drama and PSHE. With regards to Art the children created artwork and Emily had arranged for a company to mount and display it in the hall. This worked really well and saved a lot of time. Also, one of the TA's is doing Technical Drawing Skills with both Year 3 and Year 4 whilst they are on rotation. Laura Clark also takes children out to complete art work for her displays in the hall. Some Gifted and Talented children are completing the Arts Award. They will be going on a trip to the RWA in Bristol, with the possibility of displaying some of their work there too.

The choir went to the Young Voices at the O2 again this year. The school are also learning lots of war songs ready for the Roger Day event in April. Instrumental lessons are also taking place too, for piano, flute and singing.

With regards to Early Years, all staff have been given the opportunity to see good practice in other settings and Red Oaks is working in partnership with Oakhurst and Oaktree for Nursery moderation.

For Drama, Roger Day is coming in in April as already mentioned, the Punctuation Road show came to the school and children are still singing the songs and the Pantomime trip was successful.

Workshops were run for children, parents and staff on Happy Kids Don't Bully for PSHE. All Playleaders have tokens and these are given out during lunch break. They are then taken into class and once a term they are counted to see which class has the most. This class would then receive an award. Both Kathy Clarke and Rachel have completed assemblies for the children regarding behaviour and using the green and red zone. In the Summer term the school will have a Relationships week. Emily also informed the Governors that the SEAL (Social and Emotional Aspects of Learning) scheme is taught across the school.

Jude Scutt is lead of the Science team. This includes Science, Maths, DT, ICT and PE. With regards to Science the school links with Isambard to use their facilities and Rob (who is the Link Governor) is going to see if Dyson, who he works for, can offer any help with anything. The school have also purchased a planning scheme for Science which is going to be introduced after the Easter holidays.

A lot has been happening in Maths. Again, the school have purchased a new scheme and this is being rolled out in September. Staff are being trained in June. The Maths Passports and RUCSAC (Read, Understand, Choose, Solve, Answer, Check) have also been introduced. The next stage to this is problem solving. Ray Maher, who introduced the Maths Passports and RUCSAC is doing the problem solving courses. The school are also employing a Numbers Count teacher who will focus just on Maths from September 2014.

There has been training for staff for DT and during the next term cooking sessions have been arranged for KS2. The Gifted and Talented group are linking up with a secondary school and they are going to visit the school and complete a 'dragons den' of ideas they have had.

The ICT curriculum is changing for September 2014. They are currently monitoring resources, teaching and learning and thinking iPads are the way to go. The Gifted and Talented group are working with Martyn Cowell on the Radio Club; they also have the opportunity to work with Isambard. Their first recorded radio broadcast was last week.

With regards to PE, the teachers are having some training tomorrow. Martyn has been arranging lots of different activities with the Sports Funding and he will be reporting on money spent and the affect. Teachers are also getting involved so they can then teach the different activities afterwards. Jude will forward her slides to Jackie to forward to Governors. **Action: Jude/Jackie**

2. Structure of the School – Rob McBeath

Rob had had a meeting with Jude regarding the structure of the school because when he filled in the Governor Survey he mentioned that he would like to know more about it. He had come to the meeting with lots of questions. From that meeting he produced some slides showing the structure of the school.

Rob took the Governors through the slides explaining what Rachel's role as Headteacher was, who the SLT (Senior Leadership Team) and SMT (Senior Management Team) were and also the Curriculum Teams. From the updates earlier in the meeting, the Governors were now aware of the Curriculum teams and the leaders. He also informed the Governors that both the SLT and SMT met every other week. Paul asked what the difference was between the SLT and SMT. Rachel explained that the SLT deal with more strategic, high level business and the SMT more subject areas. Eileen said to Paul that the SMT would be your middle managers in an organisation.

Rob had already sent the slides and notes to Jackie. She will forward on to all Governors. **Action: Jackie**

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

There were no declarations of interest in any agenda item.

Jackie had received apologies from Alison Paul, Debbie Edwards and Khyati Bailey

Jackie had not received apologies from Ben Maxfield.

All apologies received were accepted at the Meeting.

Eileen informed the Governors that Emma Barratt resigned due to personal reasons. Jackie informed the Governors that as she had received two nominations for Parent Governor it had gone out for election. A new Governor should be nominated ready for the next meeting.

4. Minutes of Full Governing Body – Tuesday 21st January 2014

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

5. Any Matters Arising from Meeting

Kath has agreed to be the HST Link Governor and has had her first meeting with Roger today.

Eileen will speak to Neil about him presenting at a future Governors meeting regarding SEN. **Action: Eileen**

Rachel had spoken with staff about the possibility of a photo board in reception and on the website of all staff. Not all staff were happy for their photo and name to be displayed in reception or on the website. Another conversation was for pictures of staff to be put on classroom doors. Rachel asked the Governors which doors they would like them displayed on, was it on the outside classroom door or from the corridors? The Governors confirmed it was on the outside classroom doors. Rachel informed them that Michele was currently asking staff whether they would like their photo on display.

Rachel said she had received an email from Carillion as to why sprinklers were not installed into the Modular Build. She read it out to the Governors. Rachel said that we had the option of installing the sprinklers before the building was relocated to Red Oaks and at the time when plans were being discussed. At this time, the options were explained to Terri who made the decision not to have them installed for the reasons outlined in the email from Carillion.

Eileen informed the Governors that Sarah had replied to the parent regarding the holiday form.

6. Governor Roles and Responsibilities - Eileen

Eileen handed out to the Governors a Briefing for Governors which covers their roles and responsibilities. The briefing was discussed and put together by the Raising Standards Group.

She briefly went through each heading highlighting key points. Eileen asked the Governors to take it away and to read it. If they have any questions to come back to Jackie and she will feed them back to the Raising Standards group in the May meeting. **Action: All Governors**

Karen said she noticed that Support Staff were not mentioned in the briefing. Eileen said that when she mentions Teachers she classes Support Staff under this too, but said to Karen she would look at it.

7. Safeguarding Report/Children in Care

Jackie had forwarded the Safeguarding Report and Children in Care Report to all Governors before the meeting. There were no questions and all Governors were happy with them.

8. Data Update

Rachel handed out her Data Report for English as an Additional Language (EAL), Ethnic Minorities (EM), Pupil Premium and Special Educational Needs (SEN). She then highlighted to the Governors areas of gaps and where it was narrowing the gap.

EAL - With regards to Year 1 they haven't had a lot of time to catch up, but it does over time. Reading and Writing for Year 3 was a concern, but they are aware that there are two deaf children in this year. Maths is showing Year 4 and 5 are good, but Year 6 is a concern. The children have been identified and interventions have been put in place.

EM - Both Reading and Writing are ok, Maths is a concern, but the difference is not a lot. Year 3 has a bigger gap, but again there are two deaf children in this year. Year 6 is the same as EAL, but interventions have been put in place.

Pupil Premium - The school has a small number of children in Pupil Premium. Again Year 1 hasn't had the time to catch up, so are showing as a concern in Reading and Writing. Reading overall is good, but for Writing Year 3 is a concern, but they know who the children are. Maths is looking good and the gap is narrowing for both Year 2 and 4.

SEN - Year 4 are a concern for Reading. Both Rachel and Kathy Clarke are meeting with the teachers to see which children are the concerns and what interventions can be put in place for them. For Writing and Maths the children have already been identified where there is a concern.

9. Head Teacher's Report

All Governors had received a copy of Rachel's report before the meeting.

As the meeting had already been running for quite a long time, Rachel picked out the key points from her report.

The NOR at the time of the meeting was 549 with a vacancy in Reception, Year 3 and Year 6. The two deaf children have now started in Nursery which has taken their number on roll up to 54.

Rachel informed the Governors that she had advertised for a Maths Count teacher to start in September 2014. This person would deliver a 1:1 intervention programme as well as teach more able maths groups for level 3 in year 2 and level 6 in year 6. In addition to this, they will work alongside Jude Scutt to train as Numeracy co-ordinator over the course of the next academic year. The post was advertised and three applications were received. The post has been given internally. Rachel said the school will be advertising to fill this vacancy soon.

Both Mrs Ballard and Mrs Wright have recently qualified as Forest School Leaders. To maximise the number of nursery children that can benefit from this, Mrs Mitchell will teach nursery children on Monday, Tuesday and Thursday mornings and all day Friday and Mrs Wright will teach Monday, Tuesday and Thursday afternoons and all day Wednesday. Both teachers are very happy with this arrangement.

Rachel made a proposal to the Governors regarding the trip donation. She said either to raise it to £35 for the year and payments received for a class would then be their budget for trips for that year. The other option is for payment to be made per trip, but the school would have to mention on each trip that if not enough voluntary contributions were received the trip would not go ahead. Sarah asked would this be more administration to chase parents for each trip. Both Karen and Rachel confirmed it would be completed via Parentpay so shouldn't involve too much extra work. A discussion took place amongst the Governors. It was agreed by all Governors to remain as a contribution each year. Eileen suggested the amount of £36 as this can be divided by 3 for the Terms. All Governors agreed.

Rachel informed the Governors of the results of Term 3 observations and let them know that any training opportunities will be put into twilight sessions later in the year.

She also informed them the school will now be sending out regular attendance letters to children whose attendance is below 85%, as they have noticed a correlation between many underachieving children having a low attendance record.

There was a Fire Drill on 27th February and all pupils, staff and visitors had exited the building and been accounted for within 3 minutes.

A Health and Safety walk had also been completed. Carillion had asked if the school could create a list of jobs that needed to be completed over the Summer Holidays. A list was created on this walk and the long list has been sent to Carillion. Most of the jobs were minor decorating issues.

The latest figures from the Borough show that the average number of fixed term exclusions per 100 pupils was 1.7 while Red Oaks is 1.6.

Rachel informed the Governors of an update regarding the Free School, referring them back to Kevin Gray who visited the last meeting. Kevin had suggested it was a secondary school, but since that meeting the New College have become involved and have handed out leaflets to houses to inform them it will be a new school for 4-19 year olds and a four form entry. This is a concern to the North Swindon schools as it will be in the local area and as the Tadpole Lane school is going ahead, there is not a need for that size school until at least 2018. At the Cluster Heads meeting a letter of concern was written inviting New College along to their next meeting. This was signed by all Heads. Rachel will keep Governors updated.

10. Finance Update

Jackie had sent all Governors a copy of the SFVS Skills Matrix. She asked all Governors to complete this and send to her as soon as possible. **Action: All Governors**

Karen informed the Governors that she had received an indicative budget but hadn't received any additions or percentages to be able to break it down. This should be through soon so she will hopefully be able to update everyone at the next meeting.

11. Link Governor Visits

This item was not discussed as the meeting had run over time.

12. Correspondence

A letter had been received from a parent. As there was a conflict of interest for Eileen, Sarah replied to the parent.

13. Any Other Business

Jackie asked the Governors what their thoughts were on the chart she had produced with school figures. They all said they liked it and found it easy to read. This will be produced three times a year for Governors.

The meeting closed at 8.50pm.

Date of Meetings 2013/14
Full Governor Meetings:
29 th April 2014
20 th May 2014
17 th June 2014

Action	By Whom
<ul style="list-style-type: none"> • Forward Well Being presentation slides on to Jackie 	Kathy
<ul style="list-style-type: none"> • Send Well Being presentation slides to <i>Governors</i> 	Jackie
<ul style="list-style-type: none"> • Forward Science presentation slides on to Jackie 	Jude
<ul style="list-style-type: none"> • Send Science presentation slides to <i>Governors</i> 	Jackie
<ul style="list-style-type: none"> • Send Structure presentation slides to <i>Governors</i> 	Jackie
<ul style="list-style-type: none"> • To speak to Neil Scott regarding presenting a <i>Governor</i> meeting re SEN Development 	Eileen
<ul style="list-style-type: none"> • Read the Briefing for <i>Governors</i> and come back with any questions/suggestions to Jackie 	All <i>Governors</i>
<ul style="list-style-type: none"> • Complete and return the SFVS Skills Matrix as soon as possible 	All <i>Governors</i>